

## Croydon Private Rented Property Licence

The following information is to help you prepare for completing your Croydon Private Rented Property Licence (CPRPL) application.

To complete your application, you will need to provide the following documentation and information.

### Documentation

### When is it required?

A valid gas safe certificate	At time of application (if applicable)
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A valid gas safe certificate must be uploaded with the on-line application and therefore must be in digital form before you start the application process. Accepted file types include: .doc, .docx, .pdf, .xls, .xlsx, .png, .jpg. Each file must not exceed 2MB.

### Information

### When is it required?

Address of the property to be licensed (including full postcode)	At time of application
Full contact details, including name, address, telephone number, email and date of birth for the applicant	At time of application
Full contact details, including name, address, telephone number, email and date of birth for the licence holder	At time of application
Full contact details, including name, address, telephone number, email and date of birth for the property owner (freeholder or leaseholder)	At time of application

Full contact details including name, address, telephone number, email and date of birth for the manager of the property	At time of application (if applicable)
Full contact and mortgage details of the mortgage provider including the bank or building society address, telephone and mortgage account number	At time of application (if applicable)
Full contact details of all other interested parties with a legal interest in the property, including name, address, email and details of their interest	At time of application (if applicable)
Details and dates of any legal actions or convictions against the licence holder and their associates	At time of application
Details of the facilities within the property i.e. number of rooms and bathrooms	At time of application
Details of the number of people living at the property	At time of application
Date the property was built	At time of application
Payment is made online with a debit or credit card as part of the licence application. We do not accept American Express or Diners Club.	At time of application (unless authorised to make a single payment for multiple licence applications)