



## **Croydon private rented property licence update**

### **Newsletter November 2015**

#### *Update on the scheme*

Since July 1, we have received over 24,500 applications for Croydon Private Rented Property licences (CRPRL). Assessment and validation of applications started on October 1.

Due to the high number of applications received during the early registration period, there may be a delay in you receiving your licence. We are endeavouring to process licences as quickly as possible and thank you for your patience during this busy period. As we have received your application, please be advised that you will not be subject to enforcement while the licence is processed.

Our intention is to issue licences as a PDF via email, using the contact information you provided in your application. If you do not wish to receive your licence in this manner please notify the team immediately [propertylicensing@croydon.gov.uk](mailto:propertylicensing@croydon.gov.uk).

If we do not hear from you, your permission to send out your licence via email will be assumed. If, once you receive your licence via email, you find you require it in a different format, you can request it then.

As required by the Housing Act, before we grant any licences, intention to grant letters and a copy of the proposed licence will be issued to licence applicants, mortgage providers and interested parties. Comments or representations about the proposed licence can be made within 14 days from the date of the intention to grant letter. If we do not receive any comments or representations within this period, a granting letter and formal licence will follow.

#### *Inspections*

CPRPL inspectors are currently targeting private rented properties whose landlords the council has concerns about. We are also assessing those applications where further checks are required e.g. fit and proper declarations and booking in inspections where required.

From January, we will be starting the process of inspecting licensed properties. We will be doing this on an area-based approach, starting with the wards with the highest level of anti-social behaviour from privately rented properties. We will also be prioritising inspections for properties which we have concerns about, and will deal with issues throughout the borough as they arise.



Officers will soon start contacting landlords to arrange an appointment. Landlords are encouraged to attend these inspections and officers are happy to tie in with pre-arranged inspections so not to inconvenience tenants with numerous visits. If you have pre-arranged inspections and would like to tie in your CPRPL inspection, please contact the team at [propertylicensing@croydon.gov.uk](mailto:propertylicensing@croydon.gov.uk) with the details so officers can join you.

Please note, you may be contacted for inspection as part of your licence assessment and validation.

### Landlord Forum

We are in the process of setting up a forum of landlords, agents and private tenants to work with the council to monitor the scheme. Please visit [www.croydon.gov.uk/betterplacetorent](http://www.croydon.gov.uk/betterplacetorent) for the draft terms of reference, which set out the scope of the forum.

We have already had some interest in being part of this. However if you are a landlord, agent or private tenant and are interested in being part of the forum, please email [propertylicensing@croydon.gov.uk](mailto:propertylicensing@croydon.gov.uk) with your expression of interest and we will contact you directly.

### Landlord information pack

To support landlords and agents in their property management responsibilities, we are preparing a landlord information pack. This will be available on our website and will include useful tools such as reference templates and an anti-social behaviour guide.

We are interested to hear what information or tools landlords and agents would benefit from being included in the pack. If you have any ideas please get in touch and email them to [propertylicensing@croydon.gov.uk](mailto:propertylicensing@croydon.gov.uk)