

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?

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| 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?

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|---|------------------------|
| 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 |

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| 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) |