

Self Declaration Form: House in Multiple Occupation (HMO)



If you have more than one house in multiple occupation you will need to complete a separate revocation application form for each property.

Please fill in the form using **BLOCK CAPITALS** and **black ink**.

If you require more space to answer any question, please use additional sheets, specifying which question your answer relates to, and attach the sheets to the declaration form.

Please complete and return this form if you believe your property:

- a) **No longer requires either a mandatory or additional HMO licence or;**
- b) **it is a HMO that does not require a licence under either the mandatory or additional licensing schemes.**

It is a criminal offence to be in control of, or be managing a House in Multiple Occupation which is not licensed but is required to be so.

Address of property to which this declaration refers:

Postcode:

For Office Use Only
Date Received
<input style="width: 100%; height: 20px;" type="text"/>
Reference Number
<input style="width: 100%; height: 20px;" type="text"/>
Officer
<input style="width: 100%; height: 20px;" type="text"/>

	Details:
Name of person(s) completing form:	
Address:	
Postcode:	
Telephone number:	
Email address:	
Interest in property: (owner / agent / tenant etc.)	

Continued overleaf...

Details:	
Name of property owner:	_____
Address:	_____ _____
Postcode:	_____
Owner's Telephone No.:	_____
Owner's Email address:	_____
<u>Property Details</u>	
Type of property e.g. Flat, house:	_____
Number of Storeys in the building:	_____ <i>Note: This includes any storeys used as commercial premises e.g. a shop on the ground floor and residential over the first and second floor would equal 3 storeys.</i>
Number of current occupiers:	_____ <i>Note: This includes any resident landlords.</i>
Number of:	Bedrooms: _____ Living Rooms: _____ Kitchens: _____ Bathrooms: _____
Type of tenure :	_____ (e.g. owner occupier, single family, students, individual room by room lets etc):
Any other information:	<i>Please use this section to provide us with any other information you believe is relevant.</i>

I/we the undersigned have completed the self declaration form to the best of my/our knowledge and I/we do not believe the above mentioned property requires a House in Multiple Occupation licence.

Signed: _____

Date: _____

Full name (block capitals):

This form should be returned together with any supporting documents to:

Royal Borough of Kingston upon Thames
Private Sector Housing Team
Guildhall 2
High Street
Kingston upon Thames
Surrey KT1 1EU

e-mail: privatesectorhousing@kingston.gov.uk

FOR OFFICE USE ONLY

ASSESSMENT:

O/O

SFH

NON-LIC HMO

LIC HMO

FURTHER INVESTIGATION