

**Does my property need a  
House In Multiple Occupation  
(HMO) Licence?**



**Pre- application evaluation**

If you own property that you rent out to persons as their main residence it may be necessary to have a licence; this does not apply if you let to a single person, two people who are not related or a family. The following will help you determine if you need to apply. **Please read the accompanying notes carefully before answering the questions – terms defined are underlined.** Please note, this is not an application form for an HMO licence. An application form will be sent to you, if required, upon receipt of this completed form.

Address of rented property: \_\_\_\_\_

Name and address of person providing the information: \_\_\_\_\_

Your contact tel. no. \_\_\_\_\_

**1. Is the building on 3 storeys or more?**

**Yes / No**

**Yes**

The property may need a licence, **go to question 2.**

**No**

The property may be an HMO, but will not need a licence. **Sign form and return.**

**2. Is the building occupied by 5 or more persons?**

**Yes**

The property may need a licence, **go to question 3.**

**No**

The property may be an HMO, but will not need a licence. **Sign form and return.**

**3. Are there 2 or more households?**

**Yes**

The property may need a licence, **go to question 4.**

**No**

The property will not be an HMO, and does not need a licence. **Sign form and return.**

**4. Does the property comprise only of self-contained flats?**

**Yes / No**

**Yes**

The property may be an HMO, but may not need a licence, **go to question 5.**

**No**

The property may need a licence, **go to question 6.**

**5. Are the flats 'purpose built' or converted in accordance with the 1991 Building Regulations?**

**Yes**

The property will not be an HMO, and does not need a licence. **Sign form and return.**

**No**

The property may be an HMO, but will not need a licence. **Sign form and return.**

**6. Are one or more basic amenities shared?**

**Yes**

A licence application must be made. **Sign form and return.**

**No**

Please check your answers as you have made a mistake.

I confirm that the above information is correct. Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide your e-mail address if you would like an electronic copy of the application form:

\_\_\_\_\_

Please amend / return the form to:  
Directorate of Housing & Health  
Private Sector Housing  
Southfields  
Southfield Road  
Loughborough  
LE11 2TX

**Please visit [www.landlordinfo.co.uk](http://www.landlordinfo.co.uk) and [www.propertylicence.gov.uk](http://www.propertylicence.gov.uk) for more information.**

It should be noted that the information given above provides a likely indication of whether or not a licence is needed, it is not conclusive.

## **Does my property need an HMO Licence – definition of terms**

### **Main residence includes:-**

- accommodation for students undertaking a full-time course of education;
- temporary refuge accommodation following physical violence, mental abuse or threats of such from present or ex wife / husband /cohabitee;
- accommodation for migrant or seasonal workers provided by employer, agent or employee even if no rent is payable;
- accommodation for asylum seekers or dependents provided under the Immigration and Asylum Act 1999 and funded by the National Asylum Support Service.

### **Storey includes:-**

- it is used wholly or partly as living accommodation;
- it has been constructed, converted or adapted for use wholly or partly as living accommodation.
- it is the only or principal entry into the HMO from the street.
- where living accommodation is situated in a part of the building above business premises, each storey comprising the business premises will be included;
- where living accommodation is situated in a part of the building below business premises, each storey comprising the business premises will be included;
- any mezzanine floor not used solely as a means of access between two adjoining floors if –
  - it is used wholly as living accommodation; or
  - it is being used in connection with, and an integral part of, the HMO
- any other storey that is used wholly or partly as living accommodation or in connection with, and as an integral part of, the HMO.

### **Person:-**

- anyone occupying the property regardless of age.

### **Household includes:-**

- a person living on their own;
- a person living with a group of people they are not related to;
- a family e.g. comprising husband, wife, partner, child, stepchild, step-parent, grandchild, grandparent, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew or cousin;
- a family with a person placed under Fostering Services Regulations;
- a family or single person together with anyone in domestic employment where no rent is paid e.g. au pair, nanny, nurse, carer, governess, servant, chauffeur, gardener, secretary, personal assistant – includes their family members;
- an adult placement carer under the Adult Placement Schemes Regulations and not more than 3 service users.

### **Basic amenities:-**

- toilet, bath / shower, wash basin and cooking facilities.

### **Self contained flat:-**

- a flat with all basic amenities, none of which are shared with persons from other units of living accommodation, this could be on more than one floor i.e. a maisonette.