

GUIDANCE FOR LANDLORDS WHEN SELECTING AN INDEPENDENT HMO SURVEYOR

If you choose to apply for your HMO licence through the independent HMO surveyor route, the following guidance will assist you in finding an appropriate surveyor to inspect your property. It is strongly recommended that you ensure the potential candidates satisfy the criteria set below when you make contact. Failure to do so could result in the refusal of a compliance certificate, and/or further works being imposed by the Council.

As the person responsible for the property it is your duty to ensure that you employ an appropriately qualified person to carry out the inspection of your property and produce the subsequent certificate of compliance.

SCC will only accept a certificate of compliance completed and signed by an independent surveyor who is a member of CIEH or RICS and the certificate sets out the surveyor's membership number and insurance details.

The following is a list of matters which the applicant should consider when choosing an independent HMO surveyor

- Knowledge of Housing Health and Safety Rating System (HHSRS) proven through attendance at a suitable 2 day training course which includes an assessment of competence, for each individual independent HMO surveyor carrying out inspections for licensing.
- Should be a building surveyor or other housing related professional, e.g. Environmental Health Practitioner, with relevant experience within the last two years of surveying properties in the UK
- Membership of a professional body which provides Continuing Professional Development (CPD),
- Knowledge and understanding of the principles of LACORS fire safety guidance.
- Have adequate Professional Indemnity and Public Liability Insurances in place.

Please note, certificates of compliance completed and signed by the applicant or a close relative of the applicant will not be accepted, regardless of their qualifications or experience. The certificate of compliance must be completed by an independent HMO surveyor.