



Accreditation Application Form

1. About you

Contact name: _____

Position: _____

Telephone Number: _____

Email address: _____

2. About your organisation

Company/firm name: _____

Address: _____

_____ Postcode: _____

3. Subscription terms

At inception of the Scheme there will be **no fee for membership**. The Scheme Operator, however, reserves the right to charge a membership fee in future.

4. Scheme coverage

In agreeing to join the Scheme, the applicant is agreeing to abide by the Scheme Rules in any new lettings they are involved in, this includes lettings of subsidiaries and any other arrangements where the landlord has a controlling interest. This also applies to renewals in so far as they covered by the Leasing Business Premises: Landlord Code 2007

The Scheme only covers lettings in England and Wales.

Please tick the following box to acknowledge you accept this condition.....

(tick)

5. Self-certification

In joining the Scheme the applicant is agreeing to abide by the rules of the scheme, specifically to:

- a. Inform prospective occupiers at the start of negotiations that they are scheme members, using the scheme postcard.
- b. Provide prospective small business tenants with some basic information that explains the risks and pitfalls when taking a commercial lease, specifically the Leasing Business Premises: Landlord Code 2007, Heads of Terms Checklist and Guide for Occupiers.
- c. Abide by the Leasing Business Premises: Landlord Code 2007.
- d. Communicate whether there are any Code requirements that they are unable to fulfil and if so, explain the reasons why.
- e. Supply prospective occupiers with their own written complaints procedure and a named contact who handles complaints.

Please tick to confirm you are agreeing to follow these rules.....

6. Use of the CLAS Standard Mark

Successful applicants for Scheme membership will be issued with the Scheme Standard Mark, which they can display at their offices and in their written material, subject to the Scheme rules. The names and details of accredited landlords, sufficient only for publicity and promotional purposes are a matter of public record, and will be readily available for public reference on the Scheme website. Any Scheme landlord who has their membership withdrawn or suspended will be required to cease using the Scheme Standard Mark immediately. On receipt of a successful application, normally the Scheme Standard Mark will be emailed in electronic format to the contact at the start of this application. If you require any other arrangements please let the Scheme operator know.

7. Declaration

I have read, understood and accept the terms of the Scheme as set out in the Scheme Manual.

Signed on behalf of the applicant: _____
(Signature)

Please print signatory's name in block capitals: _____

Date: _____

This application should be sent to: CLAS Scheme Operator
7th Floor
1 Warwick Row
London
SW1E 5ER

Telephone: 020 7828 0111
Fax: 020 7834 3442
Email: clas@bpf.org.uk