

safeagent Accreditation Renewal for Bellevue Property Services Ltd**Safeagent accreditation no: A6141****1 April 2020 – 31 March 2021**

To renew your **safeagent** accreditation, please complete the following details and return this form to us by **1 April 2020**.

What is safeagent?

Safeagent is an accreditation scheme for lettings and management agents operating in the Private Rented Sector. **Safeagents** are committed to offering the levels of service to landlords and tenants as outlined in the leaflets enclosed. Please tick confirm that your firm continues to meet the **safeagent** Service Standards. ☐

Current Company Details**1. Company Details**Limited Company Name: *Bellevue Property Services Limited* Company Registration Number: *248064*Trading Name: *Bellevue Property Services*Sole Trader Company Name: *—*Name(s) of Current Director(s): *Mr Geoff Conway, Mrs Susan Conway*

Since your last annual renewal, please indicate if your firm has also become a member of any of the following regulatory organisations:

☐ ARLA☐ RICS☐ NAEA☐ UKALA**2. Contact Details**

It is important that we have the correct contact details for your firm to ensure you are receiving communications from us. The email addresses we currently have registered are as follows:

For queries regarding **safeagent** accreditation requirements: *geoff.conway@bellevue-estates.co.uk*

For communications from **safeagent** on legislative changes and offers from **safeagent** approved suppliers: *geoff.conway@bellevue-estates.co.uk*

If you would like any of these details to be changed or updated, please provide the new details in the space provided below.

N/A

If you would prefer not to receive mailers from **safeagent** or third parties about member discounts from our preferred partners and suppliers please tick here ☐

(You will continue to receive all general communications from **safeagent**)

Your contact details on the safeagent website – please check these are correct

Your website: *www.bellevue-estates.co.uk* Your email address: *enquiries@bellevue-estates.co.uk*

Your Twitter: *—*

If you would like any of these details to be changed or updated, please provide the new details in the space provided below.

*See above.***3. Membership of a Redress Scheme (England and Wales only)**

It is a legal requirement for lettings & management agents to be registered with a redress scheme. Please confirm which redress scheme your firm is currently part of.

The Property Ombudsman (TPO) ☒Property Redress Scheme (PRS) ☐**4. Scottish Letting Agent Register (Scotland only)**

If you are a firm trading in Scotland, please confirm your Scottish Letting Agent Register

Chair: Sheila Drew Smith. Board: Isobel Thomson, John Midgley, Patrick Gray.

safeagent is the trading name of Approved Letting Scheme Limited. Approved Letting Scheme Limited is a Private non-profit-making limited company. Company No. 3664069
Registered Office: Cheltenham Office Park, Hatherley Lane, Cheltenham GL51 6SH

Additional Office Details

It is a strict requirement of **safeagent** that all offices of firms promoting their lettings and management services must be registered. You currently have 1 office accredited by **safeagent**. If this number has changed since your last renewal, please add the details below.

Please state the total number of offices currently promoting the lettings and/or management services of your firm:

1

Note: Additional offices **must be part of the same limited company** and not separate trading entities.

Additional New Office Details

Address:

Postcode:

Phone No:

Contact Name:

Contact E-mail:

Please use a separate sheet if required. Additional accrediting material will be forwarded to these offices together with their accrediting certificate.

Your Firm

We want to capture statistics on the number of people working in lettings & management across all **safeagent** firms. Please indicate in the box below the number of staff you employ who are directly involved in lettings & management.

No. of employees: 5

Bank Confirmation regarding your Firm's Client Bank

It is a requirement that at renewal firms re-evidence that they have a Client Account(s) with their bank set up in the way that **safeagent** accrediting criteria requires. Please use the specimen documents enclosed with this form to obtain confirmation from your bank and return a copy of the letter(s) issued to us.

Note: The letter(s) from the bank must cover **all clients' money** held by the firm, including deposits **and** rent.

Professional Indemnity Insurance

It is a condition of your **safeagent** accreditation that your firm has current Professional Indemnity (PI) Insurance.

Please provide a completed Professional Indemnity Insurance Compliance Certificate. The appropriate form is enclosed and should be completed by your broker or insurer (if applicable - see below). You can scan and return the certificate to **safeagent**. Please note that we cannot accept alternative policy documentation.

If your firm is a franchise company covered by your franchisor's block policy, please tick this box. A completed certificate is not required ☐

If you have PI Insurance with **safeagent** preferred provider Kerry London, please tick this box and we will verify with them direct. ☒

Subscription

The Annual Subscription for your **safeagent** accreditation is £145 + VAT for the first office of a firm and £72.50 + VAT for each additional office. An invoice is enclosed. Cheques should be made payable to "Approved Letting Scheme Ltd". For BACS details please refer to your invoice.

Your method of payment: ☐ Cheque enclosed ☒ BACS payment

Please note that subscription payments are non-refundable should your firm cease to be part of **safeagent** for any reason.

Declaration

I confirm that the statements set out above are correct.

Name (Block Capitals):

Job Title:

Signed

Date:

Please return this completed form and other required documentation together with payment by 1 April 2020 to **safeagent**, Cheltenham Office Park, Hatherley Lane, Cheltenham, GL51 6SH.