

## **HOUSES IN MULTIPLE OCCUPATION (HMO) - PROCEDURE**

### **1.0 INTRODUCTION**

- 1.1 This procedure describes the actions Housing Management staff will take with regard to Houses in Multiple Occupation (HMOs).
- 1.2 Property Services staff have prime responsibility within ARK for liaising with the relevant local authority to register an HMO and for ensuring that we comply with all the requirements and statutory regulations regarding HMOs.
- 1.3 Housing Management staff are responsible for ensuring that each Occupancy Agreement is signed and that the HMO licence costs are apportioned and added to the service charges to be paid by the occupants.

### **2.0 HMO PROCESS**

- 2.1 Following the approval of an HMO, the Maintenance Assistant will advise the relevant Housing Service Officer (HSO) by email of the registration date, the HMO licence cost and the licence renewal date.
- 2.2 The HSO will:
  - for each new license, prepare the required Occupancy Agreements for signature (Appendix 1);
  - add the appropriate share of the HMO licence cost to the service charge due from each occupant;
  - note the licence anniversary date and ensure that and revised costs are taken into account at the appropriate time when reviewing service charges.
- 2.3 With the exception of the City of Edinburgh Council, which has an annual renewal process, all other Local Authorities have a 3 year renewal cycle. For HMOs in the Moray Council area we are also required to register annually as a private landlord. There is no charge for this registration.

### **3.0 IMPLEMENTATION AND REVIEW**

- 3.1 The Head of Housing Services is responsible for ensuring that this procedure is implemented.
- 3.2 The Head of Housing Services will ensure that this procedure is reviewed at least every 3 years.

**Approved by the SLT/ET:**

**April 2017**

**Review of procedure due by:**

**March 2020**

## **APPENDIX 1**

## **SAMPLE OCCUPANCY AGREEMENT**

**[Hard copy of procedure only]**