

CERTIFICATE OF SERVICE

(Housing Act 2004 – Part 2: Mandatory Licensing of Houses in Multiple Occupation)

I (full name) _____ of (address) _____

hereby certify that I served the following persons:

Name (1): _____

Address: _____

Name (2): _____

Address: _____

Name (3): _____

Address: _____

Name (4): _____

Address: _____

Name (5): _____

Address: _____

(Please continue on a separate sheet, if necessary)

with Notice of application to licence the following property in respect to Part 2
Housing Act 2004 (Address) _____

I have informed those persons of:

- my name, address, telephone number and email address;
- the name, address, telephone number and email address of the proposed licence holder (if that will not be me);
- whether this is an application under Part 2 or part 3 of the Housing Act 2004;
- the address of the property to which it (the application) relates;
- the name and address of the local housing authority to which the application will be made; and
- the date the application will be submitted.

This statement, consisting of one page signed by me, is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

Signed _____ Dated _____