

Overseas Licence Holder and Managing Agents

Before granting a licence, Oxford City Council must consider:

1. Whether any person proposed to be involved in the management of the house has a sufficient level of competence to be so involved;
2. Whether any proposed management structures and funding arrangements are suitable.

As the licence holder is overseas, Oxford City Council requires the named managing agent and named licence holder to confirm:

3. There is a full management agreement between the named managing agent and the named licence holder;
4. The full management agreement allows the named agent to:
 - o Advertise the property, find tenants, complete referencing process, arrange deposit (if required) and sign the tenancy agreement with the tenants;
 - o Ensures the property is in a suitable condition before the tenants move in;
 - o Ensures the relevant certificates are obtained before tenancy, any required remedial works are organised and are renewed during tenancy as per legal requirements (gas, electrical and EPC certificates);
 - o Ensure the fire (smoke) alarms and carbon monoxide alarms in the property are in working order at the start of the tenancy and undertakes remedial works as required to keep in property working order;
 - o Undertake inventory before tenant move in;
 - o Collect the rent from the tenants and passes the rent to the licence holder (minus any fees and expenditure);
 - o Has a holding account for relevant expenditure to cover emergency repairs and a balance is maintained to an agreed limit. The agreed holding account limit is £_____ (insert limit).
 - o Is the point of contact for the tenants and any other persons during the tenancy; including for emergencies;
 - o Has the ability to arrange repairs as required, up to the agreed limit;
 - o Arranges end of tenancy (via notice as required) including move out inventory / survey; return of deposit etc.
5. If the full management arrangement between the parties ceases or changes to a non – full managed service, the managing agent or the licence holder must inform Oxford City Council. In this situation, Oxford City Council will re-assess the suitability of the management arrangements.
6. The managing agent agrees to ensure the conditions imposed by the licence are adhered to. The licence holder agrees to allow the managing agent to take the action necessary to ensure the conditions imposed by the licence are adhered to. The managing agent agrees that if the licence holder does not permit them to take action as required by the licence conditions the Applicant will inform Oxford City Council immediately.

Property address: _____

By signing this document, the named managing agent and licence holder agree the above is correct.

Managing agent

Signed: _____

Name: _____

Date: _____

Licence holder

Signed: _____

Name: _____

Date: _____