

Declaration of Applicants' Property Business Interests

Please read this page carefully.

As part of the Licensing process we are taking stock of our Members' property –related business interests. As an association Member you have certain responsibilities for **every business** of which you are Principal, Partner or Director (PPD), and **which operates as an agency in property sales, lettings or property or block management**. The association in turn undertakes to provide assurance and protection to your clients for all those businesses.

Legal Entities

An estate agency operates as one or more legal entities. A legal entity is defined as a person (in the case of a sole trader), a partnership, a limited liability partnership or a limited company. Many estate agencies have more than one legal entity within them, for example, different companies at different branches. These might all trade under one customer-facing trading name. Some firms operate franchises, and a single trading name might encompass a number of legal entities, at many addresses. A simple example would be Mr John Smith, who is director of Smith & Co (Sales) Limited, and Smith & Co (Lettings) Limited as the two separate companies, or legal entities, both of which trade as Smith & Co Estate Agents.

Declaration

Each PPD Member must ensure that each legal entity of which they are Principal, Partner or Director meets certain NFOPP Regulation criteria, as described in the NFOPP Mandatory Requirements for Principals, Partners or Directors (PPDs) that accompany the Application for Individual Membership. This means that:

Each PPD Member must therefore complete the attached Declaration of Property Related Business Interests Form for EVERY business of which they are Principal, Partner or Director (PPD), and which operates as an agency in property sales, lettings, or property or block management. This should include the company that you have entered on your Licensing application.

Please photocopy the form should you need to, and record the total number of sheets completed.

For any declared business which operates from more than one address, **we also require an Additional Branch Details list.**

Please include a company letterhead which should show the firm's information as required by the Companies Act 2006.

See <http://www.companieshouse.gov.uk/about/pdf/gp1.pdf> for more information.

Please note

This declaration is a condition of PPD Membership, and of Licensing. Failure to provide a declaration, or making a declaration which is found to be false, incomplete or misleading, may result in termination of Membership. NFOPP Regulation will also undertake its own checks on PPD Members' business interests.

Declaration of All Property Business Interests

PLEASE COMPLETE A SEPARATE ONE OF THESE FORMS FOR EVERY COMPANY (LEGAL ENTITY), INCLUDING THE ONE ON YOUR APPLICATION FORM AND RECORD THE NUMBER OF SHEETS: This is sheet number ____ of ____ sheets.

Please photocopy this blank form and complete additional sheets as necessary. Additional copies of this form can be obtained from applications@nfopp.co.uk .

Applicant's name	
Legal entity name (eg sole trader's name, list of partners' names, Smith & Co LLP or Smith & Co Limited)	
Trading name (eg Smith & Co)	

Type of firm and your position (please tick just one box):

Sole trader - I am principal <input type="checkbox"/>	Partnership - I am a full partner <input type="checkbox"/>	LLP - I am partner (member as listed at Companies House) <input type="checkbox"/>	Limited company - I am director as listed at Companies House (not just co secretary) <input type="checkbox"/>	None of these apply <input type="checkbox"/>
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Please indicate whether this company operates as an agency in the following fields. Please tick yes or no for all:

	Yes	No		Yes	No
Residential property sales			Block management		
Residential property lettings			Auctions (property)		
Residential property management			Auctions (chattels)		
Non-residential property sales			Land and new homes		
Non-residential property lettings			Business transfer		
Non-residential property management			Overseas property		

	Yes	No
Does this firm hold client money?		

Head Office Address: _____

Town: _____ County _____

Postcode: _____ Office Tel: _____ Office Fax: _____

Office Email: _____ Web Address: _____

	Yes	No
Is this office an administration only office?		
Does this office do residential property lettings or residential property management?		
Does this office do residential sales?		

TPOS / SOS registration number for Head Office: _____

PPD Contact Name (for document/administration requests): _____

Please attach a current Company Letterhead.

Please attach additional branch details for this Legal Entity.

Declaration

I declare that I have disclosed to NFoPP Regulation all businesses operating as an agency in property sales, property lettings or property management for which I have a legal responsibility as Principal, Partner or Director.

Signed: _____ (Principal, Partner or Director) **Date:** _____

Print name: _____ **Membership Number:** _____

PLEASE PHOTOCOPY THIS SHEET AS NECESSARY

ADDITIONAL BRANCH DETAILS

What is the legal entity name for all branches on this sheet?: _____

➤ **Branch Trading name:** _____

	Yes	No
Does this office do residential property lettings or residential property management?		
Does this office do residential sales?		

TPOS registration / SOS registration number: _____

Branch address: _____

Town: _____ County _____

Postcode: _____ Work telephone: _____ Work fax: _____

Office email: _____ Web address: _____

Name & membership number of member present ≥70% of the time: _____

➤ **Branch Trading name:** _____

	Yes	No
Does this office do residential property lettings or residential property management?		
Does this office do residential sales?		

TPOS registration / SOS registration number: _____

Branch address: _____

Town: _____ County _____

Postcode: _____ Work telephone: _____ Work fax: _____

Office email: _____ Web address: _____

Name & membership number of member present ≥70% of the time: _____

➤ **Branch Trading name:** _____

	Yes	No
Does this office do residential property lettings or residential property management?		
Does this office do residential sales?		

TPOS registration / SOS registration number: _____

Branch address: _____

Town: _____ County _____

Postcode: _____ Work telephone: _____ Work fax: _____

Office email: _____ Web address: _____

Name & membership number of member present ≥70% of the time: _____

PLEASE PHOTOCOPY THIS SHEET AS NECESSARY