



## ACCREDITATION OF ORGANISATIONS, INCLUDING SOLE TRADERS, PARTNERSHIPS AND AGENTS

The London Landlord Accreditation Scheme (LLAS) launched in 2004 to accredit individuals and organisations who rent out premises in the private residential sector, or who are considering becoming landlords. Organisations include sole traders, partnerships and limited companies. Foreign registered or based organisations will need to contact the ATLAS for further information.

Organisations are eligible to apply for accreditation under the ATLAS if: -

- **At least 1** Director or Partner has successfully undertaken the ATLAS developmental courses. This only applies to those Directors or Partners that have an active involvement in the letting business; and
- **ALL** Partners and Directors are fit and proper persons and agree to comply with the code of conduct.

For attendance at the development course the following ratios apply:

Number of Staff	Number required to undertake LLAS development course
1	1
2	2
3	2
4	3
5	4
6	4
Etc...	

### Employees

In addition to the director, manager or partner, employees within the organisation, - **two thirds (2/3) of** those employees that **directly** deal on a day-by-day basis with the letting of private residential properties must **also** have successfully completed the LLAS Official Accreditation Training.

### Directors, Partners and staff are accredited individually

Directors or Partners within an organisation can be accredited as individuals, but the above conditions apply if they wish their organisation to be accredited in its own name.

#### But: -

Accredited individuals within an organisation must not imply, either directly or indirectly, that the **organisation** is accredited unless the above conditions have been fulfilled and

accreditation has been awarded to the organisation. To do so will result in expulsion from the ATLAS.

- By definition, an individual may not be a fit and proper person if any associate, whether a fellow Director or Partner or otherwise, is unable to comply with the fit and proper person conditions of the ATLAS.

Agents need to satisfy the following criteria to become an Accredited Agent with LLAS

- The Agency must satisfy the 2/3rds rule that applies to all companies and partnerships, AS **ABOVE**.
- At least one staff must attend the LLAS additional training for letting and managing agents
- **If the Agency has several offices, only the office attending the training will be accredited.**
- To become accredited the director or manager and staff directly involved in the management of premises must attend a one-day Official Accreditation Training course run by LLAS/ATLAS, the staff within the agency must be “fit and proper” persons and comply with the LLAS/ATLAS code of conduct.
- The Agency must be a member of any of redress Scheme, or a professional body that is governed by a code of conduct, enforced by the professional body.
- The agency/company must have in place a Client Money Protection (CMP)

Insurance

- Professional Indemnity Insurance

**BUT** agents who are not a member of a recognized organization/redress Scheme, can provide other evidence of competency, for example

**1.** From your Bank, we will require a standard letter to state that your client account (s) is/ are set up in the correct manner and separate from your office or trading bank account (s) or

**2.** Professional Indemnity (PI) Insurance depends on your firms approximate annual (projected) fee income turnover. If your turnover is up to and including £150,000, then ATLAS requires that you have a PI minimum limit of £150,000. If your fee income turnover is in excess of £150,000 your PI limit needs to be at least £500,000. or

**3.** Supply details which we may use to obtain two references

**4.** Details to show how long the agency has been operating

- The Agency must agree to recommend LLAS/ATLAS to all their landlords by one or more of the following means:
  - Making LLAS information readily available in their offices
  - including the LLAS or ATLAS logo on material where possible or
  - including a link to the LLAS website ([www.londonlandlords.org.uk](http://www.londonlandlords.org.uk)) on their website

**Agents would be subject to similar disciplinary action as landlords.**