****

**UK ENTRY**

**CLEARANCE**

**HOUSING INSPECTION FORM**

Private Sector Housing Team

Regulatory Services Partnership

Civic Centre, 44 York Street, Twickenham TW1 3BZ

Tel: 0208 487 5123

Email: privatehousing@merton.gov.uk

Websites: [www.richmond.gov.uk](http://www.richmond.gov.uk) / [www.wandsworth.gov.uk](http://www.wandsworth.gov.uk)

**About your application**

The application will be processed within 10 working days from the receipt of the completed form and full payment. An inspection of the property will be carried out and a letter will be sent to you as soon as possible after this date.

Please note it is the applicant’s responsibility to ensure that the date of the letter will be within any time limit for supporting information associated with the application.

The application form should be completed in **BLOCK CAPITAL** letters and submitted to the postal or email address provided on the front of this form.

**Payment**

The current fee for processing the application is £132.

Payment can be made by visiting <https://www.wandsworth.gov.uk/apply-for-a-hmo-licence/> and clicking on “Make payment”.

In the box where it says "Please enter the address this relates to" please just type "Immigration Inspection" and follow the format below, entering your name and address.  Then click continue and enter your card details.

This works for both the Wandsworth and Richmond boroughs as the councils have a shared services agreement.

**Proof of Identity**

In order to process your application, the Council requires proof of identity of both the applicant and also the person(s) applying to come to the UK to be submitted with this form. Please note that the following identification will be accepted:

* Copy of current passport;
* Copy of current driving licence;
* Copy of birth certificate;
* Copy of marriage certificate (where the person applying to come to the UK is a spouse).

**Your Details**

|  |  |
| --- | --- |
| Name |  |
| AddressPostcode |  |
| Email  |  |
| Proof of identity provided |  |

**Person(s) applying to come to the UK**

|  |  |
| --- | --- |
| Name of person(s) applying to come to the UK |  |
| Gender(s) |  |
| Date(s) of Birth |  |
| Country of origin |  |
| Is the person(s) applying for permanent residency or a short stay e.g. a holiday? |  |
| Relationship(s) to you |  |
| Proof of identity provided |  |

**Property Details**

1. Address of property to be inspected:

**………………………………………………………………………………………………………**

1. Who is living in the property at the moment?

Please complete the table below giving the full name and date of birth of all persons occupying the house at present and indicate which occupants sleep in which room. For all occupants, please state their relationship with the person(s) applying to come to the UK (Applicant). Please enter the word ‘vacant’ against any bedrooms not currently slept in. **Please continue on another sheet if necessary.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Room Size in m2 (approx.) | Name(s) | Relationship to Applicant  | Gender | Date of Birth |
| Bedroom 1 |  |  |  |  |  |
| Bedroom 2 |  |  |  |  |  |
| Bedroom 3 |  |  |  |  |  |
| Bedroom 4 |  |  |  |  |  |
| Bedroom 5 |  |  |  |  |  |
| Bedroom 6 |  |  |  |  |  |

1. Is the property rented or owner-occupied? (please tick)

 Rented □ Owner-occupied □

N.B. If rented, a copy of your current tenancy agreement should be submitted with this form. If owner-occupied, a Land Registry search of the property will be completed by the case officer.

**PLEASE READ AND SIGN BELOW**

**The information I have provided above is true and accurate. I agree that the London Borough of Richmond / Wandsworth\* can send any correspondence directly to the Embassy / High Commission concerned if it is required for immigration purposes.**

Signed: **……………………………** Print name: **…………..……………………..**

Date: **………………………** Telephone number: **…….……………………...**

**Please note: The inspection and the report will provide information on the absence or presence of category 1 hazards identified by the Housing Health and Safety Rating System under the Housing Act 2004. It will also assess and make statements on whether the proposed occupancy levels would create Category 1 hazards under the above Act. It is not intended to provide information on the general condition of the property or services therein.**

\*delete as appropriate