

propertymark

COMPANY DECLARATION FORM

## GUIDANCE NOTES

Business owners have obligations for every company (legal entity) which they own that operates in a business area relevant to their membership. In order to maintain professional standards, Principals, Partners or Directors (PPDs) must demonstrate that each firm meets our company obligations upon joining, and annually thereafter. For more information go to [propertymark.co.uk/working-in-the-industry/member-requirements](https://propertymark.co.uk/working-in-the-industry/member-requirements).

Completion of this declaration is a condition of membership for PPDs. Propertymark will also undertake its own checks on a member's business interests.

### Legal entity

We need a declaration for each legal entity. An agency may comprise one or more legal entities. A legal entity is defined as a:

- Person (in the case of a sole trader)
- Partnership
- Limited liability partnership (LLP)
- Private limited (Ltd) or unlimited company
- Public Limited Company (PLC).

### How to return this form

By post:

Membership Documents  
Propertymark  
6 Tournament Court  
Edgehill Drive  
Warwick  
**CV34 6LG**

By email:

[companydeclaration@propertymark.co.uk](mailto:companydeclaration@propertymark.co.uk)

### Business activities regulated for each division

NAEA Propertymark Members:

- Residential Property Sales
- Residential Property Lettings
- Residential Property Management
- Block Management
- Non-residential Sales
- Non-residential Lettings
- Non-residential Property Management
- Auctions (Including Property and Chattels)
- Land and New Homes

ARLA Propertymark Members:

- Residential Property Lettings
- Residential Property Management

NAVA Propertymark Members:

- Valuations
- Auctions (Including Property and Chattels)
- Bailiff & Insolvency Practice

NAEA Commercial Members:

- Non-residential Sales
- Non-residential Lettings
- Non-residential Property Management
- Business Transfer

## ADDITIONAL DOCUMENTS

When returning this Company Declaration, please also include a copy of your:

- Letterhead
- Landlord Terms of Business
- Tenancy Agreement

Letterheads should display your company's information as required by the Companies Act 2006.

## YOUR DETAILS

Full name	
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## YOUR COMPANY

**Please complete a separate Company Declaration Form for each relevant legal entity**

How many relevant firms do you own?		If more than one firm this is declaration number		of	
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Company legal name					
Registration number (if applicable)					
Commenced trading		Financial year end			

### Head office

Trading name					
Address 1					
Address 2					
Town					
County		Postcode			
Email					
Website					
Phone					

### Office at which you are based (if different)

Trading name					
Address 1					
Address 2					
Town					
County		Postcode			
Email					
Website					
Phone					

## COMPANY INFORMATION

Please choose the activity(ies) which your firm undertakes:

Residential property sales	<input type="checkbox"/>	Non-residential management	<input type="checkbox"/>
Non-residential sales	<input type="checkbox"/>	Block management	<input type="checkbox"/>
Business transfer	<input type="checkbox"/>	Inventory	<input type="checkbox"/>
Overseas property	<input type="checkbox"/>	Auctions (residential property)	<input type="checkbox"/>
Land and new Homes	<input type="checkbox"/>	Auctions (non-residential property)	<input type="checkbox"/>
Residential property lettings	<input type="checkbox"/>	Auctions (chattels)	<input type="checkbox"/>
Residential property management	<input type="checkbox"/>	Valuation	<input type="checkbox"/>
Non-residential lettings	<input type="checkbox"/>	Bailiff and Insolvency Practice	<input type="checkbox"/>

## INDEPENDENT REDRESS

Your firm must be a member of one of the redress schemes below

The Property Ombudsman Scheme	<input type="checkbox"/>	Membership number	
Ombudsman Services: Property	<input type="checkbox"/>	Membership number	
Property Redress Scheme	<input type="checkbox"/>	Membership number	

## ANTI-MONEY LAUNDERING

Your firm may need to be registered with one of the following

HMRC	<input type="checkbox"/>	Registration number	
Financial Conduct Authority (FCA)	<input type="checkbox"/>	Registration number	
The Law Society	<input type="checkbox"/>	Registration number	
The Law Society of Scotland	<input type="checkbox"/>	Registration number	

## COMPANY REGULATION

If your firm is regulated by one of the following we will accept their regulation in lieu of our own

Royal Institution of Chartered surveyors (RICS)	<input type="checkbox"/>	Membership number	
The Law Society	<input type="checkbox"/>	Membership number	
The Law Society of Scotland	<input type="checkbox"/>	Membership number	

## FEE INCOME

We ask the total fee income for your firm for the most recent complete financial year to determine the professional indemnity insurance limit.

Total fee income for this firm for the last financial year			
£150,000 or less	<input type="checkbox"/>	Over £150,000	<input type="checkbox"/>
		Not yet had year end	<input type="checkbox"/>

## CLIENT MONEY HANDLING

<p><b>Does your firm handle client money?</b> Is any money belonging to a client ever passed to your firm or paid into any of its bank accounts (e.g. cash paid or cheque, even if then passed on to a tenancy deposit protection scheme or other third party)?</p> <p>Do not answer yes if your firm only handles client money for another property agency.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<p><b>Does your firm handle client money for another property agency?</b> Any such money will not fall within the scope of Propertymark's Client Money Protection scheme, or Client Account Rule Guidelines. You must inform the other agency of this.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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## USING A CLIENT ACCOUNTING SERVICE PROVIDER (CASP)

<p><b>Does another company handle client money on behalf of your firm?</b> Does your firm pass control or responsibility for the management of any client money to a client accounting service provider? This does not include money passed to a tenancy deposit protection scheme.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**If yes, please provide details of the Client Accounting Service Provider (CASP)**

Legal name	
Trading name	

### Head office

Address 1			
Address 2			
Town			
County		Postcode	
Phone			
Email			

Approximate maximum amounts of client money managed by this provider at any time during the past year	£	
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<p><b>Does more than one other company handle client money on behalf of your firm?</b> Does your firm pass control or responsibility for the management of any client money to more than one CASP? This does not include money passed to a tenancy deposit protection scheme.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**Please select which of the following options best describes how the CASP works with your firm?**

<b>1</b>	<b>Is there a client account owned by your firm?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If you answered Yes to the question above please answer the two questions below.		
	Are you or is anyone from your firm able to make payments from this account?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Is anyone from the Client Accounting Service Provider able to make payments from this account?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Continued overleaf

<b>2</b>	<b>Is there a client account owned by the Client Accounting Service Provider?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If you answered Yes to the question above please answer the two questions below.		
	Are you or is anyone from your firm able to make payments from this account?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Is anyone from the Client Accounting Service Provider able to make payments from this account?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>3</b>	<b>If none of the options above apply please describe below your client account arrangements.</b>

## DECLARATION

I have disclosed every firm (legal entity) for which I have a legal responsibility and which operates as an agency in a business area relevant to my membership. I understand and will discharge my responsibilities as described in the guidance notes above and within Propertymark's Conduct and Membership Rules. I believe the facts stated in this Company Declaration are true.

<b>Print name</b>			
<b>Signature</b>		<b>Date</b>	

This declaration must be signed by the Principal, Partner or Director (PPD) in membership. Making a declaration which is found to be false, incomplete or misleading, may result in the termination of membership.

# BRANCH LIST

Full name	
Company legal entity name	

This is the organisation for which you are the principal, a partner (full partner), or a director (listed on Companies House). If you are not a director please enter the sole trader's name, or a list of partners' names e.g. Smith & Co LLP or Smith & Co Limited.

Company registration no.	
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Leave blank if not applicable.

## Returning the form

Post: Membership documents, PropertyMark, 6 Tournament Court, Edgehill Drive, Warwick, CV34 6LG

Email: [companydeclaration@propertymark.co.uk](mailto:companydeclaration@propertymark.co.uk)

## OFFICES FROM WHICH THIS COMPANY TRADES

Only include offices from which the above legal entity trades. Please do not include a company's registered address if it is not an office of the company.

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	
Fax	

Head office  Admin only office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	
Fax	

Head office  Admin only office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	
Fax	

Head office  Admin only office

Office name	
Trading name	
Address 1	
Address 2	
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Email	
Website	
Phone	
Fax	

Head office  Admin only office

Office name	
Trading name	
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Fax	

Head office  Admin only office

Office name	
Trading name	
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Website	
Phone	
Fax	

Head office  Admin only office

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Head office  Admin only office

Office name	
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Phone	
Fax	

Head office  Admin only office

Office name	
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Fax	

Head office  Admin only office



Office name	
Trading name	
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Address 2	
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Email	
Website	
Phone	
Fax	

Head office  Admin only office

Office name	
Trading name	
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Head office  Admin only office

Office name	
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Head office  Admin only office

Office name	
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Website	
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Fax	

Head office  Admin only office

Office name	
Trading name	
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Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	
Fax	

Head office  Admin only office

Print name:  
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Signed: .....

Date: .....