

Agent Client Money Protection Declaration

If an Agent applying for a licence indicates they do not currently handle any client money as part of their work as an Agent in Wales, Rent Smart Wales will accept this and therefore will not require the agent to have Client Money Protection (CMP), but only if the following form is signed and submitted as evidence with the application

Client money includes rent, deposits or other funds (whether in the form of cash, cheque, draft or electronic transfer) which an Agent holds or receives, for or from a **client**, and which is not immediately due and payable on demand to the Agent for its own account.

Rent Smart Wales require agents to have Client Money Protection where they undertake letting and management for landlords that are not part of their immediate family. CMP evidence is either provided by the applicant as part of the application or added as a licence condition to the granted licence and the applicant must provide evidence of obtaining it within 6 weeks of a licence being granted. Licence conditions also require that CMP is maintained throughout the period of the licence (where Client Money is handled).

Please sign, date and return the enclosed declaration. You can either upload it straight into your online account under the "Agent Profile" section (where evidence of CMP is requested) or return it to us by email to rentsmartwales@cardiff.gov.uk. Until you return this declaration your application is not deemed complete.

If you have any questions about Rent Smart Wales, the licensing process or this declaration please do not hesitate to contact us on 03000133344.

DECLARATION FOR AGENT LICENCE APPLICATION

I do not currently hold or receive any client money.

I/We declare that I/we do not currently handle money on behalf of any clients and I/we understand that I/we must provide evidence of having Client Money Protection to Rent Smart Wales within 6 weeks of starting to hold or receive any client money. I/We understand that any failure to do so could result in the agent licence being revoked.

I/we declare that the information contained in this declaration is correct to the best of my/our knowledge. I/we understand that I/we commit an offence if I/we supply any information to the licensing authority in connection with any of its functions under Part 1 of the Housing (Wales) Act 2014 that is false or misleading and which I/we know is false or misleading or am/are reckless as to whether it is false or misleading.

Proposed Agent Licence holder name:	
Agent's Correspondence Address:	
Agent's Telephone Number:	
Agent's Email Address:	
Agent's Reference Number	#A2-

Print Name: _____

Signed: Dated:

This form must be completed by the applicant or if power of attorney is held, the person nominated as the attorney. A signature is required to progress the agent licence application.