

How to sign the declaration form

The declarations can be downloaded from www.coventry.gov.uk/hmodeclarations. If you do not have the latest version of Microsoft Word which allows digital signatures, you will need to **download, print, sign with ink and scan** the document for uploading.

If you are applying on behalf of the proposed licence holder, **you will need to email or post them the document for signing** before returning it to you for uploading.

YOUR APPLICATION **WILL NOT BE COMPLETE IF:**

- You do not upload **all** pages of the declarations
- The applicant and the proposed licence holder don't sign all the necessary declarations
- The applicant and the proposed licence holder sign separate declaration forms

Declaration form Signing:

- 1) Download the correct declaration form that you are required to sign as part of your HMO Licence Application.

[HMO Declarations \(S254\)](#) – This is the declaration form you need to sign if you are applying for a new Additional / Mandatory HMO Application.

[HMO Declarations \(S254\) - Renewal](#) – This is the declaration form you need to sign if you are applying for a Renewal Additional / Mandatory HMO Application.

[HMO Declarations \(S257\)](#) – This is the declaration form you need to sign if you are applying for a new s257 HMO Application. S257 refers to a property converted into a block of self-contained flats, also known as a [Section 257](#) HMO. This means the building:

- Consists of only self-contained flats
- Was converted before 1 June 1992 and did not and still does not comply with the 1991 Building Regulations.
- Or, was converted on or after 1 June 1992 and did not and still does not comply with the Building Regulations that existed at the time of the conversion.
- Less than two-thirds of the flats are owner-occupied
- The building is occupied by three or more people, from two or more households

[HMO Declarations \(S257\) - Renewal](#) – This is the declaration form you need to sign if you are applying for a s257 Renewal HMO Application.

Save a copy of the incomplete declaration form on your device. Read the form. Fill in declaration 4 with details of Interested parties / relevant persons.

Name or business	Address	Description of the person's interest in the property or the application	Date of service
Name	Address	Owner	DD/MM/YYYY
Company	Address	Manager	DD/MM/YYYY

- 2) Go to Declaration 5. Add the address of the HMO and write your name. Then you are ready to sign the document.

I/We hereby sign the HMO licence application for the property known as:

ADDRESS

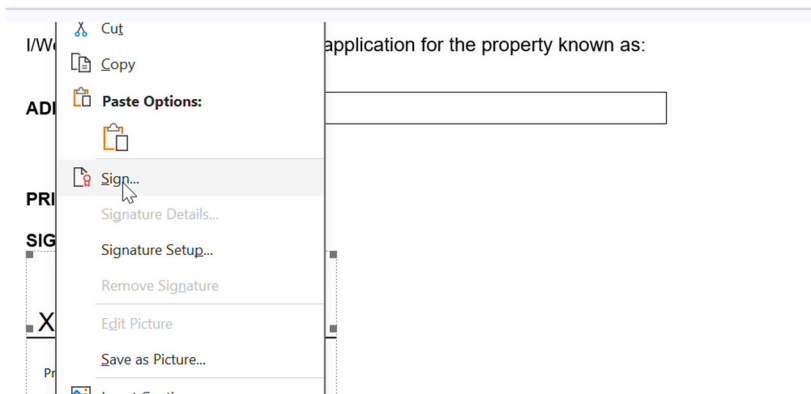
PRINT NAME: My Name

SIGNATURE (Right click to sign):

X _____

Proposed licence holder

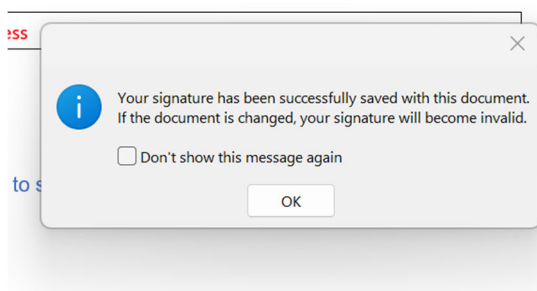
- 3) Right click on the 'X' and then on the pop up click on 'sign'



A new window will pop up. Add your signature and then press sign.

A screenshot of the 'Sign' dialog box. It has a title bar with a question mark and a close button. Below the title bar is a yellow bar with an information icon and a link: 'See additional information about what you are signing...'. The main content area has a message: 'Before signing this document, verify that the content you are signing is correct.' Below this is a text input field with the text 'my signature' and a 'Select Image...' button. There is a 'Proposed licence holder' field. Below that is a 'Details...' button. At the bottom, there is a 'Signing as' field with a redacted name and a 'Change...' button. At the very bottom are 'Sign' and 'Cancel' buttons.

VO licence application for the property known as:



Press 'OK'. Your signature has now been added, and you can upload this document to your HMO Application submission or send it to HMO@coventry.gov.uk

Do not make any changes to the document at this point as this will invalid the signature and you will have to sign it again.