

# TMCP Form

## Rent Smart Wales Property Information Form



Trustees for Methodist Church Purposes The Hive, 47 Lever Street, Manchester, M1 1FN (Charity registered number: 1136358)  
 Website: [www.tmcp.org.uk/](http://www.tmcp.org.uk/) Email: [legal@tmcp.org.uk](mailto:legal@tmcp.org.uk).

**All Methodist Model Trust property in Wales that is let out on a residential tenancy must be registered with Rent Smart Wales under TMCP's registration as Landlord. Please complete this form to notify TMCP about (1) any new properties to be included in the registration and/or (2) any changes that need to be made to the register so that the record is kept up-to-date.**

**Q1. Date:**

**Q2. Managing Trustees:** the members of the [Church Council] OR [Circuit Meeting] of

(name of Church Council or Circuit Meeting)

*IF the managing trustee body is a registered charity please insert the registered charity name;*

and charity number;

**Q3. Circuit name:** \_\_\_\_\_ **District and Circuit Number:** ( \_ / \_ \_ )

**Q4. What are you using this form to notify TMCP about?** (please tick box to indicate)

- A new property that needs to be included in the registration – **go to Q5**
- A change in details relating to a property already registered e.g. change appointed agents and/or Managing Trustees carrying out “letting and management” activities<sup>1</sup> – **go straight to Q8**

**Q5. New property details:** (Please insert details of any Methodist Model Trust<sup>2</sup> properties that the Managing Trustees let or intend to let out on a residential tenancy that are **not** already included in TMCP's registration as Landlord. All of the following information is required to add properties to the register.)

Property address <i>Including postcode</i>	Property type <i>Please specify; Detached; Semi-detached; Terraced; Purpose Built block of flats; or Converted or Shared House (including flats and bedsits)</i>	Number of bedrooms	Does an agent carry out “letting or management work” at this property? <sup>3</sup> <i>If YES please insert this agent's name and licence number:</i>
			Agent name: Licence Number:
			Agent name: Licence Number:

<sup>1</sup> For details as to what activities this involves, please refer to the **Rent Smart Wales Focus Note** and the full explanation provided by Rent Smart Wales: <https://www.rentsmart.gov.wales/en/faqs/#14>

<sup>2</sup> If you let out any properties that are NOT held on the Model Trusts then please contact TMCP with details of the trusts on which the properties are held so that the legal team can provide you with further guidance as to who should be registered as Landlord.

<sup>3</sup> See footnote 1.

**Q6. Date of start of tenancy:** \_\_\_\_\_ **20**\_\_ \_\_ (If you are notifying TMCP about a new tenancy and are unsure when it will start please insert "TBC")

**Q7. Managing Trustees who will carry out letting/ management activities<sup>4</sup> at the properties:** (Please complete in respect of all Managing Trustees who have agreed to carry out "letting and management" activities in respect of some or all of the properties listed above. There should be a **minimum of 2** representatives from the managing trustee body whether or not an agent is appointed.)

Name	Contact email or postal address	Which properties?	Training requirements
		<input type="checkbox"/> All of the properties <input type="checkbox"/> The following properties:	<input type="checkbox"/> I have already completed a training course Date of course: ..... Rent Smart Wales account number: #P1-000_____ <input type="checkbox"/> I will be attending a Rent Smart Wales approved course before carrying out any letting or management activities and will tell TMCP when I have completed the training.
		<input type="checkbox"/> All of the properties <input type="checkbox"/> The following properties: Please specify:	<input type="checkbox"/> I have already completed a training course Date of course: ..... Rent Smart Wales account number: #P1-000_____ <input type="checkbox"/> I will be attending a Rent Smart Wales approved course before carrying out any letting or management activities and will tell TMCP when I have completed the training.
		<input type="checkbox"/> All of the properties <input type="checkbox"/> The following properties:	<input type="checkbox"/> I have already completed a training course Date of course: ..... Rent Smart Wales account number: #P1-000_____ <input type="checkbox"/> I will be attending a Rent Smart Wales approved course before carrying out any letting or management activities and will tell TMCP when I have completed the training.

**Thank you for providing this information. Please sign the declaration at Q10.**

**Q8. What change would you like to notify TMCP about?** (please tick box to indicate)

**Property no longer let**

Specify which property:

Do you want TMCP to remove the property from the register?  Yes  No

**Change in property description e.g. Number of bedrooms**

Specify which property:

Specify what has changed: \_\_\_\_\_

**Change in agent appointed**

If you have replaced an existing agent or appointed an agent for the first time please specify:

Name of agent who will be acting forward:

Agent's Rent Smart Wales Licence Number:

<sup>4</sup> See footnote 1.

**Change in Managing Trustees responsible for letting and management activities**

Specify name(s) of any Managing Trustees who will no longer be acting:

Please complete table with details of any new Managing Trustees who will be carrying out letting and management activities going forward:

Name	Contact email or postal address	Which properties?	Training requirements
		<input type="checkbox"/> All of the properties <input type="checkbox"/> The following properties:	<input type="checkbox"/> I have already completed a training course Date of course: ..... Rent Smart Wales account number: #P1-000_____
		<input type="checkbox"/> All of the properties <input type="checkbox"/> The following properties: Please specify:	<input type="checkbox"/> I have already completed a training course Date of course: ..... Rent Smart Wales account number: #P1-000_____
		<input type="checkbox"/> All of the properties <input type="checkbox"/> The following properties:	<input type="checkbox"/> I have already completed a training course Date of course: ..... Rent Smart Wales account number: #P1-000_____

Other change: *(Please specify)* \_\_\_\_\_

**Q9. Date of effect of change(s) notified in response to Q8: \_\_\_\_\_ 20\_\_**

***Thank you for providing this information. Please sign the declaration at Q10. below.***

**Q10. Declaration:**

TMCP has registered as Landlord under the Rent Smart Wales Scheme and relies on the information provided by Managing Trustees in this form to ensure that the register is up-to-date.

By signing this form you are confirming on behalf of the Managing Trustees that the information in the form is true and accurate and that you will contact TMCP as soon as possible to notify us of any changes. Neither TMCP nor its legal officers accept any responsibility for the accuracy of the information provided by Managing Trustees or the revocation or suspension of the Landlord’s licence due to the actions or omissions of Managing Trustees or other parties.

\_\_\_\_\_  
Signed by first authorised Managing Trustee

\_\_\_\_\_  
Signed by second authorised Managing Trustee

***Please feel free to [contact TMCP Legal](#) if you would like any further guidance on the charity law and Methodist law, policy and best practice considerations.***