

**Application by UK letting agents to operate the scheme through branches****About this form**

Complete this form if you are a United Kingdom letting agent with different branches and you want each branch to be separately responsible for operating the Non-resident Landlords Scheme (see Note 1).

**About the letting agent**

Help us by using capital letters throughout. If your writing is unclear it may delay your application.

Name and address of your Head Office

|           |
|-----------|
| Full name |
| Address   |
|           |
|           |
| Postcode  |

Name of your HM Revenue & Customs (HMRC) office (see Note 2).

HMRC reference number (see Note 2).

**Application**

**I apply to operate the Non-resident Landlords Scheme through the branches (or regions or areas) named below. I confirm that the letting agent does not act on behalf of any non-resident landlords other than those whose business is managed by the branches identified on this form.**

Name and address of branch

|           |
|-----------|
| Full name |
| Address   |
|           |
|           |
| Postcode  |

Contact name

Phone number

Number of non-resident landlords

Name and address of branch

|           |
|-----------|
| Full name |
| Address   |
|           |
|           |
| Postcode  |

Contact name

Phone number

Number of non-resident landlords

Tick this box if you have more than 2 branches, regions or areas. Then write their full name, address, contact name, phone number and number of non-resident landlords on another sheet of paper and attach it to this form.

**Signature**

Date

Name of signatory

Job title

**Please turn over**

## Notes for letting agents

- 1 You can apply so long as your branches act, on average, for five or more non-resident landlords.
- 2 Show the name of the HMRC office that deals with the tax affairs of the letting agent, and the HMRC reference number.

## When you have completed the form

Please make sure you have given all the details asked for, and have signed and dated the form. Then send it to this address:

Charity, Assets & Residence - Residency  
NRLS Processing  
St John's House  
Merton Road  
Bootle  
Merseyside  
L75 1BB

## What happens next

We will write to tell you whether or not we have approved your application.

## More information

You can get more information about the Non-resident Landlords Scheme from HM Revenue & Customs website:  
[www.hmrc.gov.uk/cnr](http://www.hmrc.gov.uk/cnr)

You can also write to us at the address shown above, phone our helpline on **0151 472 6208** or **6209**, or fax on **0151 472 6067**.