

Application for C4 Overview and Documents Listing

To whom it may concern:

Please see enclosed a series of documents which will give evidence that the property has been used as a multiple occupancy household since July 2014. I have chosen at least one key document per year as I am unable to upload the filed and ordered zip files to the planning portal – there are a lot of different documents demonstrating usage. Should you require the other documents I would be happy to provide.

To give context to the property. It was purchased as a property that was ending a tenancy with four 4 individuals (stated in Estate Agents brochure of sale in general section).

For the first year of my ownership (2014-2015) I had four tenants and the second (2015-2016) five, one of whom was my son. As such it was my understanding that it did not require an HMO license. As my son was then to leave, having ended his studies, I applied and obtain an HMO license which has continued in place to this day. See enclosed in general email from MCC stating there were five people living in the property when applying for the HMO.

The property was being managed by Homes4U from 2016 until they were acquired by Thornley Grove (TG) in 2022. TG then managed the property, and will until July 2026, when it will move to a new agent Bridgeford's. During this time and even before my purchase the property has been let to solely and exclusively groups of students.

The property has only had breaks in the tenancy in the month of July for maintenance between tenant groups to get it revamped in years as noted in the table. For all intents and purposes, the property has been used as a multiple occupancy property from the point when I purchased it and the time before. In accordance with HMO licensing law, it is up to code and would be expected to be used as a HMO going forward. Five new Tenants for the year of 2026 – 2027 have sourced the property and they put down a deposit to secure this.

Period of Tenants	Year of Ownership	Documents Available	Notes
July 2014 – June 2015	1	1. Accounts 14-15 Tax year 2. Deposit protection	4 tenant's total. 1 paid zero rent as my son.
July 2015 – June 2016	2	1. Accounts 15-16 Tax year a. All tenants noted	Up to 5 students from

		2. Inc & Outgoing payments excel 3. Payments and incomings 4. Tenant Summary	now for all months.
July 2016 – June 2017	3	1. Accounts 16 – 17 Tax year 2. Accounts Student fee 3. Homes4U inspection report 4. Inc & Outgoing payments excel 5. 2x Statement Summary from Homes 4 U 6. 4x Statements from property manager	
July 2017 – June 2018	4	1. 14x Statements 2. Tenancy proposal form	
July 2018 – June 2019	5	1. 13x statements 2. 2x Statement summaries	
July 2019 – June 2020	6	1. 8x statements 2. Homes4U management fees 3. Tax year statement summary from agent	
July 2020 – June 2021	7	1. Tenancy agreement 2. Statement	
July 2021 – June 2022	8	1. Tenancy agreement	
July 2022 – June 2023	9	1. Tenancy agreement	
August 2023 – June 2024	10	1. Tenancy agreement	Property used by owner during July for annual maintenance to prepare for upcoming year
August 2024 – June 2025	11	1. Tenancy agreement	Property used by owner during July for annual maintenance to prepare for upcoming year
August 2025 – June 2026	12	1. Tenancy agreement	Property used by owner during July for annual

			maintenance to prepare for upcoming year
July 2026 – June 2027	13	1. Confirmation of deposit for 5 tenants	
General	NA	1. Land Registry 2. Purchase of property noting as prior rented by four individuals until June 2014 3. HMO licensing documents	Please note email from David Allwood of MCC noting that at time of application June 2016 the property was being used as an HMO for 5 persons.