

Notes for Applicants

Membership of the Association of Residential Letting Agents is open to persons practising in residential letting and property management as principals, partners, directors or employees, who accept the Associations aims and rules.

Please note that entry into Member and Fellow grade is by qualification only.
If you have any queries as to what grade you are eligible for, please contact our Membership Department direct on 01926 417790, before returning your application form.

Corporate Grades of Membership

Fellow FARLA: Must hold the NFOPP Diploma in Residential Letting & Management, ARLA Advanced Competency Test (Level II) (only valid until 20 June 2008) or a comparable qualification approved by the Association, plus have at least 5 years experience in letting agency.

Subscription fee £175.00 per year

Member MARLA Must hold the NFOPP Technical Award in Residential Letting and Property Management, ARLA Foundation Competency Test (Level I) (only valid until 20 June 2008) or comparable qualification approved by the Association.

Subscription fee £155.00 per year

Non Corporate Grades of Membership

Student Employees who are not yet eligible for the above grades, e.g. working towards the NFOPP Technical Award in Letting and Property Management or other comparable recognised qualification approved by the Association.

(Principals, Partners or Directors are not eligible to apply for the Student grade)

Subscription fee £77.50 per year

All members are required to:

Undertake 12 hours Continuing Professional Development (CPD) each year

Abide by the Bye Laws and Memorandum and Articles of Association.

Abide by the Code of Practice

Details of Bye Laws, Laws and Memorandum and Articles of Association & the Code of Practice can be obtained on our website www.arla.co.uk.

Notes for Applicants – Principals, Partners or Directors

Professional Indemnity Insurance

It is a mandatory requirement of membership that Principals, Partners and Directors ensure their company holds appropriate Professional Indemnity Insurance. This can be arranged through any insurance broker but if you wish you may contact Giles Insurance Brokers who are the brokers for the NFOPP; contact details below.

Limit of indemnity cover should be £150,000.00 for those companies with an annual fee income of £150,000.00 or less and £500,000.00 if the turnover exceeds this

Telephone: 0207 709 1670 Email: crm@thebroker.co.uk Website: www.giles-property.co.uk

Please enclose a copy of your Professional Indemnity Insurance certificate with your application form.

Accountants Report

For all Principals, Partners and Directors it is a mandatory requirement that you produce on application, and thereafter within 6 months of your financial year end, an Accountant's Report showing compliance with ARLA Byelaw 3 who are holding client money, within 6 months of your financial year end.

A copy of this report can be downloaded from the ARLA website www.arla.co.uk

Should your accountant not be in a position to complete this form if you are a new start up, we ask that they complete the interim report, also enclosed.

The Association only accepts Accountants Reports that have been completed and signed by an Accountant who is a member of one of the following list of professional bodies:

- Institute of Chartered Accountants of England and Wales (ICAEW) and its Scottish counterparts (ICAS and ICAI)
- Association of Chartered or Certified Accountants (ACCA)
- Association of Authorised Public Accountants (AAPA)

Client Money Protection

All Principals, Partners and Directors whose company is involved in letting and property management are required to hold Client Money Protection. Further information regarding client money protection is enclosed. **Applicants are required to pay their Client Money Protection levy with their subscription payment unless you already have Client Money Protection with the NAEA, RICS, or NALS.** Please ensure that the Client Money levy is enclosed with your application form, OR tick the box below to indicate how you insure client money

I confirm that my Client Money Protection is with

RICS NALS NAEA

Client Money Levy

Principals, Partners and Directors only, holding Client Money are also subject to an initial contribution to the scheme.

CMP Joining Fee	£150.00 (Initial Contribution)
Fellow/Member	£82.00 (Current Annual Levy)

Independent Redress

Please note that it is now a mandatory requirement of ARLA membership for members to belong to an independent redress scheme approved by the Association.