

# Grow your letting agency with UKALA

UKALA Membership Team.  
Skyline House-2nd Floor  
200 Union Street, London SE1 0LX



**T:** 020 7820 7900  
**F:** 0871 247 7535  
**W:** [ukala.org.uk](http://ukala.org.uk)  
**E:** [info@ukala.org.uk](mailto:info@ukala.org.uk)

Date:

Dear Sir/Madam

**Ref:**

---

We have received an application from the above letting agent to become a member of the UK Association Letting Agents (UKALA).

They have given yourself as their accountant and have authorised us to contact you for confirmation that the applicant is complying with the UKALA Accounting Standard. The UKALA Accounting Standard is available to download from the UKALA website at [www.ukala.org.uk/agents/resources](http://www.ukala.org.uk/agents/resources)

We would be grateful if you would complete the declaration and return it to the UKALA Membership Team at the address above.

Please note that we need to receive the completed Accountant's Declaration within 30 days from the date of this letter, otherwise we will be unable to proceed with the application. If you are unable to return the declaration in this time please could you notify the applicant.

The information will be treated in the strictest confidence. Thank you in advance for your co-operation.

Yours faithfully

**UKALA Membership Team**

## Applicant

Please write the name and address of your accountant in the box here. Leave the date field blank.

**The Accountant's Declaration must be completed and signed by a fully qualified accountant.**

## Applicant

Please write the name of your business here.

## Applicant

Please write your full details here and sign to confirm your consent. This letter should then be returned to the UKALA Membership Team.

## A. Applicant's Consent

*This should be signed by the Principal or a Partner or Director on behalf of the letting agent applying for membership.*

I give my consent for the accountant named above to complete and return the declaration overleaf to the best of their knowledge and belief:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Full Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

## B. The accounting period examined:

This should be the most recent complete 12 month period for which accounting records are available.

Start date:  End date:

## C. Accountant's declarations:

I/We confirm by my/our signature below that:	Accountant's comments or concerns if any: <i>Please continue on an additional page if necessary</i>
1. I/We have obtained details from the business named in table A overleaf of all bank accounts kept, maintained or operated by the business during the accounting period noted above.	
2. I/We have examined the business' book-keeping system and in my/our opinion adequate records are kept of all transactions relating to all client monies so that up to date details are available at all times showing clearly the money received and handled on a client's behalf.	
3. I/We are satisfied that during the above accounting period the business has complied with the UKALA Accounting Standard and I/We are satisfied that there has been no loss to any monies held in trust on behalf of clients of the firm.	

## D. Accountant's credentials:

Full Name:	
Qualification(s):	
Professional trade body:	
Practice name:	
Practice address:	
	Postcode:
Practice web address:	

## E. Accountant's signature:

I/We confirm that I /we understand that UKALA will rely upon this report for the purpose of confirming the compliance of the business named in table A overleaf with the UKALA Accounting Standard.

Signature:  Date:

Please note that this report may be signed in the name of the firm of accountants of which the accountant is a partner or employee provided that the particulars of the accountant signing the report are also specified.

**UK Association of Letting Agents** Skyline House-2nd Floor, 200 Union Street, London SE1 0LX



[ukala.org.uk](http://ukala.org.uk)



[info@ukala.org.uk](mailto:info@ukala.org.uk)



**020 7820 7900**