



THE PRINCIPLES OF PROFESSIONAL CONDUCT.

To become a **LICENSED** member, an agent **must**:

- *Have been in business for at least 2 years.*
- *Show proof of separate Client Account with audit statement from accountant.*
- *Hold Professional Indemnity insurance.*
- *Also hold Fidelity Bonding insurance.*
- *Provide references from professional bodies eg. solicitor, bank or other estate/letting agents.*
- *Undergo a rigorous interview to show that a thorough knowledge of the letting business and legislation and that the business is properly set up for lettings and management.*
- *Operate from a high street business premises.*

Once accepted members then **MUST**:

- *Provide an annual audit confirming compliance with the Association's Bye Laws, including mandatory reconciliation between the CLIENT Bank account and Ledger balances.*
- *Ensure that at least one staff member has passed the ARLA 2000 Level 1 Competency Test.*

HPM Estate & Letting Agents has TWO!
Paul Sanford. MARLA. Heather Sanford. MARLA.

ARLA was formed in 1981 as **THE** professional and regulatory body for letting agents. ARLA is recognised by government, local authorities and the media as the leading professional body in the private rental market.

ARLA's aim is to ensure that a framework of ethical standards and professionalism is maintained at a far higher level than the law demands.

Remember, only an ARLA agent is a LICENSED agent!