

What to Do When You Sell a Property with a Selective Licence

When you sell a property that has a Selective Licence, it's important to tell the Council, as the Licensing Authority, or Home Safe. A Selective Licence is issued to a person, not the property, so it does not transfer to the new owner.

Until the Council formally revokes the licence, **you remain the legal licence holder.**

Why the Council must be notified

If you sell a licensed property and do not inform the Council (Home Safe can do this on your behalf):

- The licence stays active in your name
- You remain legally responsible for the licence conditions
- You may still be contacted about inspections, updating expired certificates, complaints or breaches of licence conditions
- Enforcement action may still be taken against you
- The licence only ends when the Council revokes it.

What remains enforceable after you sell the property

Even after the sale, the following licence conditions remain enforceable against you until revocation:

Mandatory conditions (Housing Act 2004)

- Providing valid safety certificates (e.g., gas safety, electrical safety)
- Ensuring smoke and carbon monoxide alarms are installed and maintained
- Ensuring the property is managed to prevent anti-social behaviour
- Ensuring the property is free from serious hazards

Local licence conditions

These include:

- Informing the Council of any material changes (such as change of ownership)
- Providing documents or information when requested
- Ensuring proper tenancy management arrangements
- Ensuring repairs and maintenance are carried out
- Ensuring waste and refuse arrangements are in place

These responsibilities remain attached to the named licence holder, even if you no longer own or control the property. A licence holder doesn't have to be the owner.

What you need to do

If you have sold a licensed property, please:

- Notify the Council/or Home Safe in writing
- Request revocation of the Selective Licence
- Provide evidence of sale, such as:
 - A copy of the TR1 form submitted to the Land Registry showing the transferor and transferee of the property
 - Solicitor's letter confirming completion with the property address and completion date

Once received, the Council will revoke the licence and confirm that your responsibilities have ended.

Summary

- A licence holder doesn't have to be the owner
- A Selective Licence does not transfer to a new owner
- You remain legally responsible until the licence is revoked
- You must notify the Council, or us, and request revocation, providing evidence of sale
- Enforcement action may still apply until revocation is completed