ESTATE AGENCY LAUNCH PROGRAMME · JOIN A GOVERNMENT-APPROVED REDRESS SCHEME

The compliance-to-trade checklist

The registrations you cannot trade without, each with its official route. A signpost, not legal advice.

01 Register before you trade

None of these is optional. Each one is a legal gate you pass before your first instruction.

- [ ] Redress scheme joined: register with The Property Ombudsman or the Property Redress Scheme.
- [ ] Client Money Protection in place, if you hold client money: join an approved scheme such as Propertymark CMP, Client Money Protect, UKALA, RICS or Safe Agent.
- [ ] HMRC anti-money-laundering supervision registered, with a customer due diligence process running: apply on GOV.UK.
- [ ] ICO data protection fee paid and a privacy notice published: register at ico.org.uk.

02 Get every listing right

The duty to disclose applies to every property, from the first board that goes up.

- [ ] Material-information capture in place for every listing, covering Part A, B and C: build it into your listing workflow before anything goes live.

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