

APPLICATION FOR LANDLORD REGISTRATION

under the Antisocial Behaviour etc (Scotland) Act 2004

You can use this form to apply for registration as a landlord or landlord's agent with Renfrewshire Council. There are notes at the end to help you. For more information or advice, please contact Renfrewshire Council by post at Licensing Section, Renfrewshire House, Cotton Street, Paisley, PA1 1TT, by email at privatelandlord.licensing.cs@renfrewshire.gov.uk or by phone on 0141 840 3205.

You can also apply online, at www.landlordregistrationscotland.gov.uk. **There is a 10% discount for applying online.**

You must register with each local authority in whose area you let property. If you own properties in more than one area, you can use the online application system to register in all authorities in one application, and this will reduce the total fee that you will have to pay.

The aim of landlord registration is to ensure that all private landlords and agents in Scotland are 'fit and proper' to be letting residential property (Note 1). The owner of every let property must register, and must declare anyone who acts for them in relation to their letting. There are only a few exceptions from the requirement to register (Note 2). You can also register if you do not own any property, to show that you are 'fit and proper' to act as an agent, or before you invest in property for let.

Members of the public will be able to view each local authority's register of landlords online at www.landlordregistrationscotland.gov.uk. By entering the name and address of a person or company, they will be able to see whether you are registered. By entering the address of one of your properties they will be able to see your name and the contact address for you or your agent. This information can also be obtained by contacting the local authority. Local authorities can also provide the home or office address of any registered person or company, at the authority's discretion.

Application for Landlord Registration under the Antisocial Behaviour etc (Scotland) Act 2004

SECTION 1

Individual Applicants

Title (eg Mr, Mrs, Miss, Dr)			
First Name:		Surname:	
Any other names by which you are, or have been, known:			
Home phone number:		Business phone number	
Age, Date & Place of Birth:	Age:	Date of Birth	Place of Birth

Organisations

Organisations name:	
Company registration number (if applicable)	

Organisation's Contact Person

Name:	
Position in organisation:	
Is this organisation a registered charity? If so, please enter the charity registration number.	Yes <input type="checkbox"/> No <input type="checkbox"/>

All applicants

Address of principal or main residence, including postcode	
How long have you lived at this address?	
Please give any other addresses where you have lived within the last 5 years?	
Address and postcode	
How long have you lived at this address?	
Email address (optional)	

Do you have any spent or unspent convictions for offences involving: - fraud/ dishonesty - violence - drugs - discrimination - contravention of housing law Any court or tribunal judgements against you under discrimination legislation? (See Note 3).		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please give details below		
Conviction or description of case		Date	Court or tribunal which heard the case	
Do you hold any HMO licences (see Note 4) within Scotland?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you had a registration or licence refused or revoked?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Description	Awarded By	Held / Refused / Revoked	Date awarded / refused / revoked	Reference number
Do you hold any voluntary accreditations (see Note 4) in connection with letting houses anywhere in the UK?		Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please give details		
Description	Awarded By	Date	Local authority approving the scheme	Reference number

If you wish to register property in the Renfrewshire Council area please continue to the Section 2. You must register every house you own which is subject to a lease or occupancy agreement, but you can also register if you do not own any property.

If you do not wish to register any property, please go to Section 3.

SECTION 2

Individual Applicants

Address of Premises	Postcode	Is this property a HMO (see note 5)	HMO licence number
1		Yes <input type="checkbox"/> No <input type="checkbox"/>	
2		Yes <input type="checkbox"/> No <input type="checkbox"/>	
3		Yes <input type="checkbox"/> No <input type="checkbox"/>	
4		Yes <input type="checkbox"/> No <input type="checkbox"/>	
5		Yes <input type="checkbox"/> No <input type="checkbox"/>	
6		Yes <input type="checkbox"/> No <input type="checkbox"/>	
7		Yes <input type="checkbox"/> No <input type="checkbox"/>	
8		Yes <input type="checkbox"/> No <input type="checkbox"/>	
9		Yes <input type="checkbox"/> No <input type="checkbox"/>	
10		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please continue on a separate sheet if necessary

Are any of the above accredited properties and is so, please specify which?	
Does an agent act for you in relation to any of your properties?	Yes <input type="checkbox"/> No <input type="checkbox"/>
An agent is anyone who acts for you in relation to a house you let. This may be a professional such as a letting agent or solicitor, or a friend or relative who looks after the property, arranges repairs, collects rents and so on. You must declare any agent you use. Your application cannot be approved until both you and any agents you use have been approved.	
If yes, has this person already registered, or applied for registration with Renfrewshire Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please enter their registration or application number	
If no, please enter their name and address below, then ask them to complete the attached application form and return it to us. You will need to pay a fee for your agent.	
Name	
Address and Postcode	
Do you jointly own any of the properties listed above with anyone else?	Yes <input type="checkbox"/> No <input type="checkbox"/>
All joint owners of any let house must be registered. Your application cannot be approved until both you and any joint owners have been approved.	

If yes, has this person already registered, or applied for registration with Renfrewshire Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please enter their registration or application number.		
If no, please enter their name and address here, and state whether they are a member of your family. Then ask them to complete the attached form and return it to us. You will need to pay a fee for any joint owner who is not a member of your family and is not already registered.		
Name		
Address and Postcode		
Is this person a member of your family?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
What do you want to use as your contact address?	your address	<input type="checkbox"/>
	your agent's address	<input type="checkbox"/>
	another address please state (including postcode)	

SECTION 3

Declarations

I declare that I comply with all legal requirements relating to my letting of houses.

Information on the law and good practice in letting is available from Renfrewshire Council, online at www.betterrentingscotland.com, and other sources. If in doubt about legal requirements you should consult a solicitor or professional letting agent.

Anyone who gives false information on this form, or fails to give information required by this form, is committing an offence which could lead to prosecution.

I declare that the information given in this form is correct to the best of my knowledge.

I agree that Renfrewshire Council may use other information it holds about me to determine whether I am a fit and proper person to act as a landlord, or to act for a landlord, in terms of the Antisocial Behaviour etc (Scotland) Act 2004.

I agree that Renfrewshire Council may share the information provided in this form, and other relevant information it holds about me, with other local authorities in Scotland to which I have applied for registration, to help those other authorities determine whether I am a fit and proper person to act as a landlord, or to act for a landlord, in terms of the Antisocial Behaviour etc (Scotland) Act 2004.

Signed _____

Date _____

Print name _____

The Council will notify you of the outcome of your application. Registration lasts for 3 years from the date an application is approved. You must inform the Council of any changes to the details entered on this form at any time while your application is being processed and during the period of registration.

Payment

Please see Note 6 to calculate how much you have to pay for this application.

Payment is due at the time you submit this application. If paying by cheque please make payable to Renfrewshire Council.

Note 1

To be registered, landlords and their agents must be 'fit and proper' to let residential property. Local authorities must take account of any evidence that the person has:

- committed any offence involving fraud, dishonesty, violence or drugs
- practised unlawful discrimination in connection with any business
- contravened any provision of the law relating to housing, or landlord and tenant law

and the person's actions, or failure to act, in relation to any antisocial behaviour affecting a house they let or manage.

In addition to the information provided on the form, the local authority will also take account of any other relevant information they hold about you. They will make a balanced judgement on the basis of all the available information, there is no automatic refusal.

If you let property in more than one local authority area, the authorities will share information to ensure they have all relevant details, but each authority will make its decision independently.

Note 2

Exemptions apply to properties rather than to people. If **all** of a landlord's properties in an area are covered by one or more of the exemptions, he or she does not need to register with that local authority. If some of his or her properties are exempt, the other properties must still be registered. A property is exempt from registration if it is:

- the only or main residence of the landlord, where there are not more than two lodgers
- let under an agricultural or crofting tenancy
- occupied under a liferent
- used for holiday lets only
- regulated by the Care Commission, in certain categories
- owned by a religious organisation and occupied by a leader or preacher of that faith
- occupied only by members of a religious order
- let to members of the landlord's family only
- held by an executor
- possessed by a heritable creditor
- owned by a local authority or Registered Social Landlord.

If you are unsure whether an exemption applies to you, please contact the local authority for advice.

Note 3

'Discrimination legislation' means:

- the Equal Pay Act 1970
- the Sex Discrimination Act 1975
- the Race Relations Act 1976
- the Disability Discrimination Act 1995
- the Employment Equality (Sexual Orientation) Regulations 2003
- the Employment Equality (Religion or Belief) Regulations 2003

Note 4

There are various types of qualification or permission to let houses, which go by different names depending on the organisation which issues them, or the country where they apply. This form uses the following definitions:

Registrations or licences are required by law, and are issued by local or central government. In Scotland this applies to registration of all landlords under the Antisocial Behaviour etc (Scotland) Act 2004, and licensing of Houses in Multiple Occupation. You should also include any similar permissions you hold in other parts of the UK.

Voluntary accreditation is something landlords or agents can apply for to show that they meet high standards in letting. Accreditation schemes may be run by local authorities, landlord organisations or a combination of the two.

Note 5

A property may be a House in Multiple Occupation (HMO) if:

- at least three people live there, and
- the people who live there belong to three or more families, and
- they share a kitchen, bathroom or toilet.

All HMOs must be licensed by the local authority. If you think your property may be an HMO and you do not have a licence, please contact the local authority for advice.

Note 6

Each landlord and agent applying for registration should pay a **principal fee** to each local authority in which they apply and, in the case of landlords, a **property fee** for each property listed.

Principal fee - £55.00

Property fee - £11.00 for each property

Various discounts and exemptions apply and these are detailed below:

Exemptions

The following exemptions apply to both the principal fee and the property fee.

Charities

Registered charities are exempt from paying both the principal fee and the property fee although they are still required to register. This means that charities received 100% discount.

Joint Owners

If a property is jointly owned then a lead owner should be designated by the owners from amongst their number. The lead owner will pay both the principal fee and the property fee(s) for each of the jointly owned properties. Any joint owner who is not the lead owner is exempt from paying both the principal fee and any property fees for the jointly owned properties. If a non-lead joint owner also rents out properties which are not jointly, then they should pay the relevant fee for registering these properties.

The discount for joint owners also applies to members of an unincorporated trust.

HMO Licence Holders

Where an application is submitted by a person who holds an HMO licence in the local authority to which the application is being made, that person will be exempt from paying either the principal fee or the property fee (unless any non-HMO properties are contained within the application at which point a property fee will be payable).

Late Application Fee

Where an application is submitted only after the local authority has issued two separate requests for an application to be made, a late application fee of £110 is payable. This late application fee of £110 can also be applied to a charity if they fail to make a valid application for registration following two requests from a local authority.

If you are unsure how much your fee will be, please contact Renfrewshire Council by:

- **post** at Licensing Section, Renfrewshire House, Cotton Street, Paisley, PA1 1TT
- **email** at privatelandlord.licensing.cs@renfrewshire.gov.uk
- **phone** on 0141 840 3205.

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Details of agent OR joint owner

This form is to provide details of additional people, either agents or joint owners, in connection with an application for landlord registration.

There are notes at the end to help you. For more information or advice, please contact Renfrewshire Council by post at Licensing Section, Renfrewshire House, Cotton Street, Paisley, PA1 1TT, by email at privatelandlord.licensing.cs@renfrewshire.gov.uk or by phone on 0141 840 3205.

The aim of landlord registration is to ensure that all private landlords and agents in Scotland are 'fit and proper' to be letting residential property (Note 1). The owner of every let property must register, and must declare anyone who acts for them in relation to their letting. All joint owners must be registered. There are only a few exceptions from the requirement to register (Note 2).

Members of the public will be able to view each local authority's register of landlords online at www.landlordregistrationscotland.gov.uk. By entering the name and address of a person or company, they will be able to see whether you are registered. By entering the address of one of your properties they will be able to see your name and the contact address for you or your agent. This information can also be obtained by contacting the local authority. Local authorities can also provide the home or office address of any registered person or company, at the authority's discretion.

When you have completed this form please return it to the person who gave it to you, or direct to

Renfrewshire Council
Licensing Section
Renfrewshire House
Cotton Street
Paisley
PA1 1TT

Details of agent OR joint owner

SECTION 1

Individual Applicants

Title (eg Mr, Mrs, Miss, Dr)			
First Name:		Surname:	
Any other names by which you are, or have been, known:			
Home phone number:		Business phone number	
Age, Date & Place of Birth:	Age:	Date of Birth	Place of Birth
Are you:	a joint owner?	<input type="checkbox"/>	
	an agent for an owner?	<input type="checkbox"/>	
Please give the name and address of the person with whom you jointly own properties or act as agent for:			
Please provide details of the properties which you jointly own or act as agent.			

Organisations

Organisations name:			
Company registration number (if applicable)			
Organisation's Contact Person			
Are you:	a joint owner?	<input type="checkbox"/>	
	an agent for an owner?	<input type="checkbox"/>	
Please give the name and address of the person with whom you jointly own properties or act as agent for:			
Please provide details of the properties which you jointly own or act as agent.			

Name:	
Position in organisation:	
Is this organisation a registered charity? If so, please enter the charity registration number.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Email address:	
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All applicants

Address of principal or main residence, including postcode	
How long have you lived at this address?	
Please give any other addresses where you have lived within the last 5 years? Address and postcode	
How long have you lived at this address?	

Email address (optional)	
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<p>Do you have any spent or unspent convictions for offences involving:</p> <ul style="list-style-type: none"> - fraud/ dishonesty - violence - drugs - discrimination - contravention of housing law <p>Any court or tribunal judgements against you under discrimination legislation? (See Note 3).</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes please give details below</p>
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Conviction or description of case	Date	Court or tribunal which heard the case
Do you hold any HMO licences (see Note 4) in Scotland?		Yes <input type="checkbox"/> No <input type="checkbox"/>

Have you had any such registrations or licences refused or revoked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Description	Awarded By	Held / Refused / Revoked	Date awarded / refused / revoked	Reference number

Do you hold any voluntary accreditations (see Note 4) in connection with letting houses anywhere in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please give details
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- practised unlawful discrimination in connection with any business
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