

LANDLORD REGISTRATION FACT SHEET

What is Landlord Registration

Under Part 8 of the Antisocial Behaviour etc. (Scotland) Act 2004, almost all private landlords must apply for registration with their local authority. The local authority must be satisfied that they are fit and proper persons to let property, before registering them. The system will make sure that all landlords meet minimum standards and will remove the worst landlords from the sector. It will allow tenants and neighbours to identify and contact landlords of private rented property, and provide information on the scale and distribution of the sector in Scotland for the first time.

Who has to Register

Anyone who owns residential property in Scotland that is let must apply to register with the local authority for the area where the property is located, unless they are covered by one of the exemptions. **It is the owner of the property who must register.** Owners must declare any agents that they use to manage their property. An agent may be a professional such as a letting agent or solicitor, a friend or relative who looks after the property, arranges repairs, collects rents and so on.

Exemptions

Exemptions apply to properties rather than to people. If **all** of a landlord's properties in a particular local authority area are covered by one or more of the exemptions, they do not need to register with that authority. If some of their properties are exempt, the other properties must still be registered. Properties subject to an HMO licence also have to be included on the register, but licensed landlords will be automatically entered on the register by the licensing authority. They must declare any additional non-HMO properties they own. A full list of exemptions is available from the website detailed later.

When do Landlords have to Register

The requirement to be registered came into effect on 30 April 2006. It is an offence for anyone to own residential property in Scotland which is let out, if they are not registered with the relevant local authority, or have made a valid application to register, unless they are covered by an exemption. It is not an offence to let property if you have submitted a valid application for registration which has not yet been processed by the local authority. An application is valid if you have completed all the required information accurately, and paid the appropriate fee.

How much will it cost

The fees for a registration application are made up of **principal fees** for each person, for each authority they apply to, and a **property fee** for each property listed.

- £55 for the main applicant
- £55 for each joint owner who has not registered or applied for registration separately, and who is not a member of the main applicant's family
- £13.75 for a main applicant or joint owner, for each additional authority they apply to. The discount for additional authorities only applies when a group of applications is paid for at one time. If you choose not to pay for all your applications together, it will cost more
- **No principal fee is required for anyone who holds an HMO licence from the relevant authority**
- £11 for each house

There is a 10% discount on the total amount, for applications made online. If the local authority has to contact you twice to remind you to apply for registration, they may apply a late application fee. This means you will pay £110 on top of what you would have paid if you had applied promptly.

How to pay

You can make a single payment online for all your applications, using a debit card (unable to accept credit cards). If you choose to pay offline, you have to make a separate payment to each authority, but you will still receive the discount for making your application online. Each authority will send you an invoice with details of how to pay - you must not try to pay before you receive this. You must follow the instructions on the invoice to make sure your payment is matched up with your application.

Information you will need to know before registering

- Any criminal convictions and court or tribunal judgements
- All joint owners, including their contact details and landlord registration numbers
- Your addresses for the past 5 years
- Agents or Letting Agents managing your property on your behalf
- Addresses of all your rental properties
- Repairing standards enforcements orders (RSEOs), issued to you or your tenants
- Any licence or registrations you hold, or have had refused or revoked relating to letting or managing the property
- A debit card to pay for any fees

What information do I need to provide to apply for registration

Before you can apply online, you need to obtain a user account for the site. You will be asked to choose a username/password and provide answers to security questions (we recommend you keep a note of these as you are often asked to answer 3 out of 5 of these to unlock your details). An e-mail or letter will be sent confirming your account has been set up. **NB: It is recommended that you input your e-mail address for ease of communication especially if you are overseas. It is the quickest way for the local authority to contact you.**

You will be asked to provide personal information and details of all properties owned. You can save your application without all the details, and come back to put them in later. You are not protected from committing an offence until you have completed all the information required, and paid for your application.

How to Apply for Registration

You can use the website (www.landlordregistrationscotland.gov.uk) to apply for registration with any local authority in Scotland. If you want to register with more than one local authority, you can apply to all of them in one go – you only need to enter your personal or company details once, and if you pay online by debit card you can make one payment to cover all your applications. Once registered you will be sent an email confirming that your application has been submitted successfully. When you do receive this please forward this on to your Property Manager at Grant Property. An example email is detailed below;

Application Submitted

Application numbers

As your application spans across multiple local authorities, you have different application numbers.

ABC-0015863-17

DUN-0015864-17

You will need these application numbers to make any changes to your details.

A confirmation email has been sent to
spam and junk folders.

If you don't receive an email, check your

Amount paid

£24.75

What happens next

We've sent your application to the corresponding local authority.

They will contact you either to confirm your registration, or to ask for more information.

If you have any questions about your application, please contact your [local authority](#).

[Want to tell us what you think of this service?](#) (Takes 30 Seconds)

Once the local authority has reviewed your application you will then be sent another email confirming approval along with your new landlord registration number and expiry date. Again, please forward this to your Property Manager at Grant Property.

You can use this site to inform local authorities of any changes to your details, during the period of your registration. And when it comes to renewing your registrations after 3 years, you will be able to do that with just a few clicks.

You will be asked to provide details of your Agent and their registration number. These are noted below for each Local Authority:

Grant Property Solutions LTD

Edinburgh: 00568/230/08070

Stirling: 00568/390/21380

Glasgow: 19101/260/03250

Dundee: 53696/180/28550

Aberdeen: 53696/100/11391

Renfrewshire: 19101/350/04231

Help

If you require help applying for registration or require any information regarding the properties we manage on your behalf, please contact your Property Manager.