



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 Perth and Kinross Council. The form can be used for a property if it is in the Perth and Kinross area. There are notes at the end to help you. For more information or advice, please contact Landlord Registration, Perth and Kinross Council, 2 High Street, Perth, PH1 5PH (Tel: 01738 475142 / 475102) or (email: landlordregistration@pkc.gov.uk).

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

You must register with each 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 with all relevant authorities. If this is completed as one application, a discount of 50% will be applied to the principal registration fee for each local authority.

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.

Section 1 - About You

If you are registering as an individual complete question 1, or if you are registering as a Company complete question 2.

1. Individual Applicants

Title

First Name

Middle Names

Surname

Date of Birth

Any other names by which you are, or have been, known

2. Organisations

Organisation Name

Organisation Registration Number (if applicable)

Organisation Contact Person Name

Position in Organisation

Is this organisation a registered charity?
If so, please enter the charity registration Number

All Applicants

Address, including postcode and telephone number

How long have you lived at this address?

Please give any other addresses where you have lived within the last 5 years

Addresses, including postcodes

How long have you lived at these addresses?

| |
|---------------|
| Phone Number |
| Email address |

(This information will only be used by us in relation to your application; it will not be available to the public)

Application questions

1. Do you have any convictions, apart from speeding or parking offences, or have you ever had any court or tribunal judgements against you under discrimination legislation? (Note 3)

Yes No

If yes, please give details

| Conviction or description of case | Date | Court or tribunal which heard the case |
|-----------------------------------|------|--|
| | | |

2. Do you hold any registrations or HMO (House in Multiple Occupation) licences (Note 4 & 5) in connection with letting houses anywhere in the UK?

Yes No

3. Have you had any such registrations or licences refused or revoked?

Yes No

Please give details of any registrations or licences held, refused or revoked

| Description | Awarded By | Held/ Refused/ Revoked | Date Awarded/ Refused/ Revoked | Reference No |
|-------------|------------|------------------------|--------------------------------|--------------|
| | | | | |

4. Do you hold any voluntary accreditations in connection with letting houses anywhere in the UK?

Accreditation is something landlords or agents apply for to show high standards in letting. This may be run by the local authority, Scottish Government or landlord organisations (Note 4).

Yes No

If yes, please give details

| Description | Awarded by | Date | Local Authority approving the scheme | Reference No |
|-------------|------------|------|--------------------------------------|--------------|
| | | | | |

If you wish to register property in the Perth and Kinross Council area, please continue to the next section.

You must register every house you own which is subject to a lease or occupational agreement, but you can also register if you do not own any property. If your property is not currently being rented out, it does not have to be registered until a tenant enters the property.

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

Section 2 – Property

First Property

Address of the property, including postcode

Is this property a House in Multiple Occupation? (Note 5)

Yes No

If yes, please give the HMO licence number

Is this property an Accredited property? (Note 4)

Yes No

Agent

Does an agent act for you in relation to this property?

Yes No

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 Perth and Kinross Council?

Yes No

If yes, please enter agent's details

| |
|---|
| Agent's registration number |
| Agent's name (Organisation name or Individual name) |

If no, please enter their details here, ask them to also complete an agent registration form and return it to us. You will need to pay a fee for your agent, if they do not.

Name

Address & Telephone Number

Joint Owner

Do you jointly own this property with anyone else?

Yes No

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 Perth and Kinross Council?

Yes No

If yes, please enter the joint owner's details

| |
|---------------------|
| Registration Number |
| Name |

If no – please enter their details here.

| | |
|---------------|----------------------|
| Name | <input type="text"/> |
| Date of Birth | <input type="text"/> |

| |
|---------|
| Address |
|---------|

| |
|---------------|
| Phone Number |
| Email address |

(This information will only be used by us in relation to your application; it will not be available to the public)

Contact Address

What do you want to use as the contact address for this property?

This is the address that will be shown on the register and available to the public, it need not be your home address.

Your address

Your agents address

Another address – please give details

| |
|----------------------|
| <input type="text"/> |
|----------------------|

Second Property

Address of the property, including postcode

Is this property a House in Multiple Occupation? (Note 5)

Yes No

If yes, please give the HMO licence number

Is this property an Accredited property? (Note 4)

Yes No

Agent

Does an agent act for you in relation to this property?

Yes No

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 Perth and Kinross Council?

Yes No

If yes, please enter agent's details

Agent's registration number

Agent's name (Organisation name or Individual name)

If no, please enter their details here, ask them to also complete an agent registration form and return it to us. You will need to pay a fee for your agent, if they do not.

Name

Address & Telephone Number

Joint Owner

Do you jointly own this property with anyone else?

Yes No

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 Perth and Kinross Council?

Yes No

If yes, please enter the joint owner’s details

| |
|---------------------|
| Registration Number |
| Name |

If no – please enter their details here.

| | |
|---------------|--|
| Name | |
| Date of Birth | |

| |
|---------|
| Address |
|---------|

| |
|---------------|
| Phone Number |
| Email address |

(This information will only be used by us in relation to your application; it will not be available to the public)

Contact Address

What do you want to use as the contact address for this property?

This is the address that will be shown on the register and available to the public, it need not be your home address.

Your address

Your agents address

Another address – please give details

| |
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| |
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Third Property

Address of the property, including postcode

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|--|
| |
|--|

Is this property a House in Multiple Occupation? (Note 5)

Yes No

If yes, please give the HMO licence number

| |
|--|
| |
|--|

Is this property an Accredited property? (Note 4)

Yes No **Agent**

Does an agent act for you in relation to this property?

Yes No

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 Perth and Kinross Council?

Yes No

If yes, please enter agent's details

| |
|---|
| Agent's registration number |
| Agent's name (Organisation name or Individual name) |

If no, please enter their details here, ask them to also complete an agent registration form and return it to us. You will need to pay a fee for your agent, if they do not.

Name

| |
|--|
| |
|--|

Address & Telephone Number

| |
|--|
| |
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Joint Owner

Do you jointly own this property with anyone else?

Yes No

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 Perth and Kinross Council?

Yes No

If yes, please enter the joint owner's details

| |
|---------------------|
| Registration Number |
| Name |

If no – please enter their details here.

| | |
|---------------|----------------------|
| Name | <input type="text"/> |
| Date of Birth | <input type="text"/> |

| |
|---------|
| Address |
|---------|

| |
|---------------|
| Phone Number |
| Email address |

(This information will only be used by us in relation to your application; it will not be available to the public)

Contact Address

What do you want to use as the contact address for this property?

This is the address that will be shown on the register and available to the public, it need not be your home address.

Your address

Your agents address

Another address – please give details

| |
|----------------------|
| <input type="text"/> |
|----------------------|

Section 3 – Declarations

The following declarations are required before your application can be progressed.

I comply with all legal requirements relating to the letting of houses.

A local authority may use other information it holds about you to determine whether you are a fit and proper person to act as a landlord, or to act for a landlord. In addition, local authorities to which you apply may share relevant information they hold about you with one another, to help those authorities determine whether you are a fit and proper person to act as a landlord, or to act for a landlord. Information is shared 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 will expire 3 years from the date your application is approved. The Landlord Registration Department will automatically send you a Renewal Reminder.

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.

You can pay for this application in the following ways:

By cash or cheque at Landlord Registration, Perth and Kinross Council, Corporate Services – Legal, 2 High Street, Perth, PH1 5PH

(Cheques should be made payable to Perth and Kinross Council)

Legal Requirements

Information on the law and good practice in letting is available from Perth and Kinross Council (01738 475142 / 475102), www.betterrentingscotland.com or www.pkc.gov.uk. Alternatively you should consult a solicitor or professional letting agent.

Data Protection Act 1988

The information provided by you will be used to process your application and administer your registration as a landlord or landlord's agent under the Antisocial Behaviour etc. (Scotland) Act 2004. Where applicable this information and other information held about you may be shared with other departments, local authorities or agencies, for the purpose of preventing or detecting Crime and Antisocial Behaviour. Under the Data Protection Act you are entitled to know what information Perth and Kinross Council hold about you, on payment of a fee of £10. Application should be made to: Executive Director (Housing and Community Care) Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth. PH1 5GD.

Notes

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 the 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. Accommodation 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 HMO Licensing, Perth and Kinross Council, 2 High Street, Perth, PH1 5PH (Tel: 01738 475143) or email civclicensing@pkc.gov.uk.

Note 6

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

Principal fees

£55 for the main applicant.

All joint owners are free

£55 for all agents

You do not have to pay a principal fee for anyone who holds an HMO licence from Perth and Kinross Council, or who is accredited with the Perth and Kinross Landlord Accreditation Scheme.

Property fees

£11 for each property.

Registered charities receive a 100% discount.

If you are unsure of how much your fee will be, please contact Landlord Registration, Perth and Kinross Council, 2 High Street, Perth, PH1 5PH (Tel: 01738 475142 / 475102) or (email: landlordregistration@pkc.gov.uk).