

# Application for Landlord Registration

You can use this form to apply for a new registration or renew an existing registration as a landlord or a non-commercial agent.

You can also apply online at <https://landlordregistrationscotland.gov.uk/>. You can use the online application system to register in several local authorities in one application and this will reduce the total fee that you will have to pay (see the accompanying notes for details on fees).

Please read the accompanying notes carefully before submitting your application. These notes will also tell you how to make payment.

## Important Information.

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.

## Question 1 - about your application

Are you renewing an existing registration?

Yes.

No.

If yes, please provide your registration number.

Which of the following describes you?

I am applying as an individual. (go to question 2a).

I am applying on behalf of an organisation. (go to question 2b).

## Question 2a - only complete if an individual

Personal details.

First name(s).

Last name.

Other names by which you may be known.

Date of Birth for example 03 09 1980.

Day.      Month.      Year.

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**Email address.**

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**Contact Telephone Number.**

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## **Question 2b - only complete if an organisation**

**Organisation details.**

Organisation name.

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Your full name and position in organisation.

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Company registration number (if applicable).

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Scottish Charity number (if applicable).

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## **Question 3 - your address history**

Please provide your home address history for the **last 5 years** with no gaps or overlaps, starting with the most recent. Please confirm that dates you resided at these properties. If the applicant is an organisation, please provide the business address for the organisation.

Address (history for last 5 years).	Postcode.	Date from.	Date to.

**Prescribed Information – Landlord obligations.**

The following questions will ask you to confirm that you understand, and currently meet where applicable, the obligations involved in letting residential property in Scotland.

These obligations are not new, they already exist, but the Prescribed Information change introduced in September 2019 asks landlords to confirm their compliance on each individual element.

**Question 4 – the Tolerable and Repairing standards**

As a landlord, please confirm you understood and meet your obligations with regard to the Tolerable and Repairing standard for any properties you let:

Yes.  No.

**Question 5 – Gas Safe certification**

Do you have a current gas safety certificates for all your rental properties that use gas?

Yes.  No.  Not Applicable.

## Question 6 – Electrical safety

Do you have a current Electrical Installation Condition Report (EICR) or a current Electrical Installation Certificate (EIC) for all your rental properties that use electricity?

Yes.  No.  Not Applicable.

## Question 7 – Electrical appliance testing

Where you have supplied electrical appliances have current portable appliance tests (PAT) been conducted in all of your properties?

Yes.  No.  Not Applicable.

## Question 8 - Fire, smoke and heat detection

Does every property you rent out meet current statutory guidance for provision of fire, smoke and heat detection?

Yes.  No.  Not Applicable.

## Question 9 – Carbon monoxide detection

Does every property you rent out meet statutory guidance for carbon monoxide alarms?

Yes.  No.  Not Applicable.

## Question 10 – Private water supply

Are any of your properties served by a private water supply (a private water supply is one **not** provided by Scottish Water).

Yes.  No.  Not Applicable.

## Question 10a – Private Water Supply (continued)

Does the private water supply (i.e. not provided by Scottish Water) in all your rental properties meet the required regulations?

Yes.  No.  Not Applicable.

### **Question 11 – Energy performance**

Do your let properties have a valid Energy Performance Certificate (EPC)?

Yes.  No.  Not Applicable.

### **Question 12 – Legionella risk assessment**

Has a Legionella risk assessment been carried out on every rental property and have safety concerns addressed?

Yes.  No.  Not Applicable.

### **Question 13 – Rental property insurance**

If you rent out a property that is a flat or in tenement, do you have the appropriate buildings insurance?

Yes.  No.  Not Applicable.

### **Question 14 – Common repair obligations**

Are you aware of your responsibilities and obligations around your let properties in relation to Common Repairs?

Yes.  No.  Not Applicable.

### **Question 15 – Tenancy deposits**

If you plan to take or have taken a deposit are you aware of and have you met your tenancy deposit obligations?

Yes.  No.  Not Applicable.

## Question 16 – convictions and judgements

This information will be used by the local authority to assess your application.

Do you have any relevant unspent criminal convictions and convictions considered spent under the Rehabilitation of Offenders Act 1974 unless they are “protected” convictions relating to:

- Fraud/dishonesty.
- Violence.
- Drugs.
- Discrimination.
- Firearms.
- Sexual offences within the meaning of section 210a of the Criminal Procedure (Sc) Act 1995.
- Housing law.

Do you have any court judgements or tribunal decisions against you relating to:

- Housing law.
- Landlord and tenant law.
- Discrimination legislation, for example: Equality Act 2010.
- Employment Equality (Sexual Orientation) Regulations 2003.
- Employment Equality (Religion or Belief) Regulations 2003.

Yes (please provide details below, if required use a separate sheet).

No.

<b>Date of sentence or tribunal judgement.</b>	<b>The court or tribunal where your case was heard.</b>	<b>Description.</b>	<b>Sentence or decision.</b>

## Question 17 – Antisocial Behaviour Orders (ASBOs)

Have you or your tenants ever been served with an ASBO?

Yes (provide details below).

No.

Date.	Court.	Local authority.	Was it you, your tenant or their visitor who was served with the order?

## Question 18 – Antisocial Behaviour Notices (ASBNs)

Have you or your tenants ever been served with an ASBN?

Yes (provide details below).

No.

Date.	Local authority and property address.

## Question 19 – licences, registration and accreditations

Part a – do you hold any licences, registrations or accreditations.

Yes (provide details below).

No.

<b>Awarding Body.</b>	<b>Description or number.</b>

Part b – Have you ever had a registration, licence or accreditation related to letting a house in the UK refused or revoked?

Yes (provide details below).

No.

<b>Date refused or revoked.</b>	<b>Refused or revoked by (organisation name).</b>

## Question 20 – about your rental properties

Please use this section to enter details of your rental property. If you have more than one rental property, please use the additional properties sheet.

<b>Address and postcode of rental property.</b>
<b>Is this property jointly owned?</b> (see notes for important information regarding joint owners).  <input type="checkbox"/> Yes – please provide details below. <input type="checkbox"/> No.  <b>Name and address of joint owner:</b>   <b>Joint owner registration number:</b>
<b>Is this property a house in multiple occupation (HMO)?</b> (see notes for important information regarding HMOs).  <input type="checkbox"/> Yes – please provide details below. <input type="checkbox"/> No.  <b>HMO Licence number:</b>  <b>HMO Licence expiry date:</b>
<b>Does this property have a Repairing Standards Enforcement Order (RSEO)?</b>  <input type="checkbox"/> Yes – please provide details below. <input type="checkbox"/> No.  <b>RSEO reference number:</b>
<b>Does an agent manage this property on your behalf?</b>  <input type="checkbox"/> Yes – please provide details below <input type="checkbox"/> No  <b>Scottish Letting Agent Registration Number:</b> <b>Name and Address of agent:</b>

## Question 21 – the public register

Please choose the address you wish to show on the public register.

This will be the address made available on <https://landlordregistrationscotland.gov.uk/>

Your contact address.

Your agent's address.

a different address (please provide details below).

**I declare that I comply with all legal requirements relating to my letting of houses.** Full information on requirements for landlords can be found at <https://www.mygov.scot/renting-your-property-out/>.

If in doubt about legal requirements you should consult a solicitor or professional letting agent.

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

**A local authority may use 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. They may also share and seek relevant information with the Police Scotland and, if appropriate, other relevant authorities. Information is shared in terms of the Antisocial Behaviour etc. (Scotland) Act 2004 in terms of s 139.**

Signed.

Date.

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Print name

**Please return this form to: Homelessness and Advice Section, Orkney Islands Council, Council Offices, School Place, Kirkwall, KW15 1NY.**