



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 www.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. Unless stated ALL fields are mandatory.

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.

About Your Application

Question 1a

Are you making a first time application?

Yes (go to Question 1c)

No (go to Question 1b)

Question 1b

Are you renewing or do you already have an existing registration?

Yes (add registration number below)

No (go to Question 1c)

If yes, please provide your registration number and go to question 1c

Question 1c

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 e.g. maiden name

Date of Birth for example 03 09 1980

Day

Month

Year

Email address

Contact Telephone Number

Question 2b - only complete if an organisation

Organisation details

Organisation name

Your full name and position in organisation

Company registration number (if applicable)

Scottish Charity number (if applicable)

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

Please provide details of each property that contains Gas and include a copy of the most up to date Gas Safety Certificate. If you do not have one please provide a date by which you

will provide it. If you have more properties to list please continue onto an additional sheet of paper and enclose with application.

Property Address (inc postcode)	Gas Cert Enclosed? (Y/N)	If No date to be provided by

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

Please provide a copy of the EICR for each property you wish to register. If you do not have one please provide a date by which you will provide it. . If you have more properties to list please continue onto an additional sheet of paper and enclose with application.

Property Address (inc postcode)	EICR Enclosed? (Y/N)	If No date to be provided by

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 any safety concerns been 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? Please provide details of the scheme used to hold any deposit taken.

Yes No Not Applicable

Scheme Used

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

Date of sentence or tribunal judgement	The court or tribunal where your case was heard	Description	Sentence or decision

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 other relevant licences, registrations or accreditations

Yes (provide details below)

No

Awarding body	Description or number

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

Date refused or revoked	Refused or revoked by (organisation name)

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.

Address and postcode of rental property
Is this property jointly owned? (see notes for important information regarding joint owners) <input type="checkbox"/> Yes – please provide details below <input type="checkbox"/> No Name and address of joint owner : Joint owner registration number : Note: ALL owners of the property MUST register and must make their own application/renewal as appropriate – although usually there would be no charge for joint owner applications (unless a late application fee applies) Completing this form DOES NOT make the application on behalf of the joint owner who must also make their own application.
Is this property a house in multiple occupation (HMO)? (see notes for important information regarding HMOs) <input type="checkbox"/> Yes – please provide details below <input type="checkbox"/> No HMO Licence number : HMO Licence expiry date :
Does this property have a Repairing Standards Enforcement Order (RSEO)? <input type="checkbox"/> Yes – please provide details below <input type="checkbox"/> No RSEO reference number :

Does an agent manage this property on your behalf?

Yes – please provide details below **No**

Scottish Letting Agent Registration Number :

(New since 2018 - this is NOT the same as a landlord registration number and you may have to contact your agent to get this)

Name and Address of agent :

*** remember to add ALL additional properties – using the additional property sheet at the end of this form as necessary**

Question 21 – the public register

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

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

- Your Home/Organisation Address (as provided in Q2a or Q2b)**
- Your agents address (as provided in Q20)**
- A different address please provide details below (including full postal address with postcode)**

Remember you must add all properties that require registration and each of the joint owners for those properties

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.

I enclose a payment of

- cheques payable to "Argyll

and Bute Council" please .

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

<input type="text"/>	<input type="text"/>
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Print name

Please send this form once complete along with payment to:

Argyll and Bute Council, Landlord Registration and HMO Licensing, Environmental Health, Kilmory, Lochgilphead PA31 8RT

Email: landlord.registration@argyll-bute.gov.uk

Tel: 01546 604408