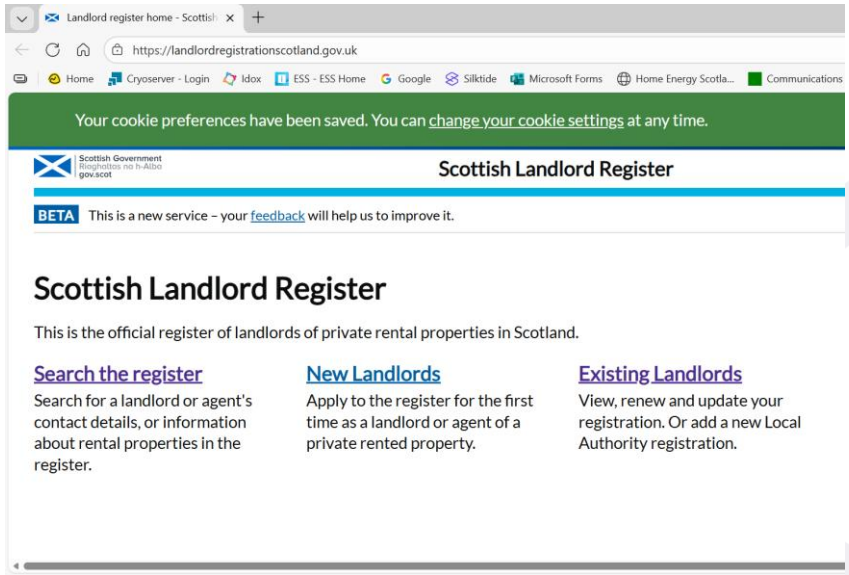
LANDLORD REGISTRATION

ARGYLL & BUTE LANDLORD FORUM – 23 FEBRUARY 2026

Registering as a Landlord

- The Scottish Landlord Register is a Scotland-wide registration system, administered by the Scottish Government. Information is then passed to the local Landlord Registration Team to process.
- You can apply online or by completing a paper application form and sending it to the local Landlord Registration Team.
- Each registration lasts for 3 years, and you will receive reminders in advance of this registration expiring.
- You can make any changes to your registration online or by contacting the local Landlord Registration Team.



Landlord Registration Questions

Q: Do I need to pay once per applicant if I am a joint landlord?

A: No. Joint applicants are free of charge, and the lead owner of the property can add joint owner(s) details via their online account within the property details section. All owners need to complete an application.

If the joint owner(s) is already registered, you can link their details using their landlord registration number or application number. If they are not already registered, adding their details will generate an email inviting the joint owner to set up an account and apply for their own registration.

Landlord Registration Questions

Q: How should I register if I have rental properties in multiple local authority areas?

A: You can include multiple properties on your registration by applying online via the Scotland-wide central register (https://landlordregistrationscotland.gov.uk/).

By adding details of any additional properties for rent via the central system, you will receive a discount on your application for properties across multiple local authority areas. The discount is only available by applying online and is 50% off the principal fee.

Please note that your renewal date may vary between local authority areas.

Landlord Registration Questions

Q: What proof will I receive of being a registered Landlord?

A: While there is no landlord 'certificate' as such, you will receive a landlord registration number. Your details will also be available on the Scottish Landlord Register to confirm your registration.

The registration shows that you have been assessed as a fit and proper person, and that you are legally able to act as a landlord.

Landlord Registration Questions

Q: Do I need to display my landlord registration number on rental advertisements?

A: Yes, it is a legal requirement to show your landlord registration number (or landlord registration pending, if it has not yet been approved) on any rental advertisements. You should also include the EPC rating for the property.

Landlord Registration Questions

Q: How will I know about any upcoming changes to Landlord Registration Requirements?

A: Updates on legislative changes are communicated via email where possible, as well as through events such as Landlord Forums and regular communications such as the quarterly Landlord Newsletters. This information is also available via the Private Landlord Advice Hub.

On occasion, the Scottish Government will also send information to all landlords directly.

Documentation & Safety Certificates

- **GAS SAFETY CERTIFICATES**
- Properties with gas appliances must have a valid Gas Safety Certificate, renewed every 12 months by a Gas Safe-registered engineer.
- A copy should be given to the tenant, and a copy kept by the landlord for at least two years.

- **ELECTRICAL INSTALLATION CONDITION REPORT (EICR)**
- An EICR is required for all rented homes and must be renewed at least every five years.
- Must be satisfactory and performed by an electrician qualified to produce EICRs.

- **PORTABLE APPLIANCE TESTING (PAT)**
- Any portable electrical appliances supplied as part of the tenancy should undergo PAT testing annually (for HMOs) or at intervals of no more than 5 years (for non-HMOs) to confirm they are still safe to use.

- **ENERGY PERFORMANCE CERTIFICATE (EPC)**
- A valid EPC must be provided before the property is rented. New legislation from 31 October 2026 reduces certificate validity from 10 years to 5 years.
- All properties will require a new EPC certificate by 31 October 2027.

Documentation & Safety Certificates

LEGIONELLA RISK ASSESSMENT

- Landlords must assess the risk of legionella in their properties or ask a competent person to assess this risk.
- Reviews at least every 2 years are recommended to ensure continued compliance. This is required for all properties, regardless of water supply.

SMOKE & HEAT ALARMS

- All rented properties must be fitted with interlinked smoke and heat alarms. These should be regularly inspected, tested and replaced as required. Written confirmation of compliance should be provided to tenants.

CARBON MONOXIDE ALARMS

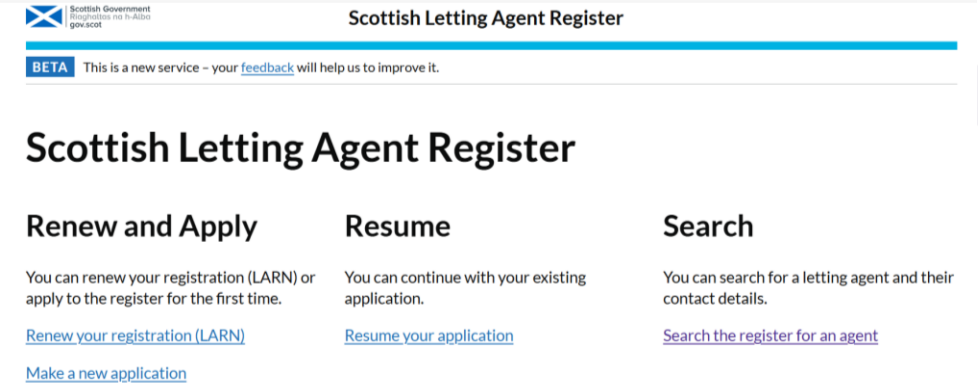
- Where fuel burning (e.g. wood, oil coal) appliances are present in the property, a carbon monoxide alarm must be installed. These should be regularly inspected, tested and replaced as required.

UPDATING CERTIFICATES

- You can provide any updated documents to the Landlord Registration Team at landlord.registration@argyll-bute.gov.uk . Remember to include your landlord registration number or application number with any correspondence.

Using a Letting Agent

- If using a Letting Agent for your property, you should ensure that they are registered via the Scottish Letting Agent Register.
- Letting Agents can help you to manage your tenancy, but the responsibility for complying with your legal responsibilities as a landlord remains with you as the property owner.



Argyll Bute COUNCIL

Unregistered Landlord Enforcement

There are a limited number of complaints in relation to unregistered landlords currently.

Properties removed from the register are actively monitored and investigated if it is suspected that a property is an unregistered rental property.

If landlords are aware of unregistered landlords operating in the area, please contact privatelandlordsupport@argyll-bute.gov.uk for further support and investigation.

Leasing to Argyll & Bute Council

- From time-to-time Argyll and Bute Council will require to lease properties to meet the temporary housing needs of people throughout Argyll and Bute.
- **Argyll and Bute Council will:**
- Let and manage the property (usually for an initial period of 12 months, but it can be longer)
- Pay rent in advance, direct to the landlord
- Pay rent which will be set at the equivalent Local Housing Allowance level. Rent would be paid monthly in advance.
- Provide a standard lease for the property for the landlord to agree with his/her legal representative.

For further information, please contact privatelandlordsupport@argyll-bute.gov.uk

Local Housing Allowance rates for Argyll and Bute 2024/2025

LHA Rates

Number of Bedrooms	Category	LHA Rate (£ per week)
Shared Room Rate	S1	80.55
1 bedroom rate	B1	103.56
2 bedroom rate	C2	138.08
3 bedroom rate	D3	159.95
4 or more bedroom rate	E4	276.16

Questions?

landlord.registration@argyll-bute.gov.uk