

# Private Landlord Registration Application

## ADDITON OF OTHER PROPERTIES TO AN EXISTING PORTFOLIO

### SECTION 1: EXISTING INFORMATION Complete in BLOCK CAPITALS

Full Name and Address	<input type="text"/>
Telephone Number	<input type="text"/>
Existing Application Number	<input type="text"/>

### SECTION 2: PROPERTIES

**2.1** Address of the property you wish to add, **including postcode**.  
(If more than one property, please provide details of all properties)  
**Cheques should be made payable to “Argyll and Bute Council” Payment - £15 per property.**

**2.2** Does any property have any gas (calor or natural)? Yes\*  No   
This includes Calor Gas, Natural Gas and similar.

\*If yes please list premises below and enclose a **copy** of the current Landlords Gas Safety Certificate for each of the premises listed.

Address of premises with gas appliance	Certificate included
<input type="text"/>	<input type="checkbox"/> Yes, the certificate(s) are included <input type="checkbox"/> No, the certificate(s) are not included but a copy will be provided by ____ / ____ / ____.

**2.3 Electrical Installation Condition Report – (EICR)**

**Do you have an EICR for any of the let properties? YES/NO**

If yes, please provide a copy of the Certificate to Argyll and Bute Council

If no and the tenancy commences on or after the **1<sup>st</sup> December 2015**, you must obtain an **EICR** and provide a copy of the certificate to the tenant and to Argyll and Bute Council.

**For tenancies existing** before 1/12/15 An EICR must be provided by **1 December 2016**, unless the tenancy **ends** before that date.

For further information <https://www.housingandpropertychamber.scot/>

## 2.4 Tenancy Deposits

Have you taken a deposit for your property? YES/NO

Which of the three approved Government Schemes have you lodged the deposit with?

2.5 Do you have an Energy Performance Certificate for this property? Yes<sup>+</sup> No<sup>++</sup>

+ If yes, please provide a copy of the Certificate

++ If no and the tenancy commenced after 4<sup>th</sup> January 2009, you must obtain an Energy Performance Certificate and display a copy of the certificate at the property. Please provide a copy of the certificate once obtained.

2.6 Is this property/any of the above properties a House in Multiple Occupation? (Note 5) Yes  No

If yes, please give the HMO licence number

2.7 Is this property an accredited property? Yes  No

2.8 Is the property served by a Private Water Supply (i.e. one not provided by Scottish Water). If yes, an improvement grant may be available. Would you like to receive further grant information? Yes  No

2.9 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. Commercial agents should now have a LARN (Letting agent registration number) this is NOT the same as a landlord number – details available here <https://www.mygov.scot/letting-agent-registration/> or to find your agents registration check <https://lettingagentregistration.gov.scot/>

If yes, has this person already registered, or applied for registration, with Argyll and Bute Council, other Local Authority in Scotland or the Letting Agent Register? Yes  No

If yes, please enter their registration/application number

If no, please enter their name and address here, then ask them to complete the attached form and return it to us. You will need to pay a fee for your agent if they are not already registered.

Name :

Address :

Postcode:  Tel:

**2.10** Do you jointly own this property with anyone else? (including a spouse) (there is no fee for a joint owner – unless registrations expire without renewal) 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 Argyll and Bute Council, or other Local Authority in Scotland? Yes  No

If yes, please enter their registration/application number

If no, please enter their name and address here, and say whether they are a member of your family. Then ask them to complete the attached form and return it to us.

Name :  Date of Birth:

Address :

Postcode:  Telephone:

Is this person a member of your family? Yes  No

**2.11** What do you want to use as the contact address for this property? (Please tick)

Your home address  Your agent's address

Another address (please give details)

Postcode:  Tel No:

### SECTION 3: DECLARATIONS

I declare that I comply with all legal requirements relating to my letting of houses

Information on the law and good practice in letting is available from :-

Planning, Housing and Regulatory Services

Landlord Registration

Argyll and Bute Council

Kilmory

Lochgilphead

PA31 8RT

Tel : (01546) 604408

Website : [www.argyll-bute.gov.uk](http://www.argyll-bute.gov.uk)

Email : [landlord.registration@argyll-bute.gov.uk](mailto:landlord.registration@argyll-bute.gov.uk)

Online : [www.rentingscotland.org](http://www.rentingscotland.org) and other sources

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

**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.**

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

I agree that Argyll and Bute Council may use other information it holds about me to determine whether I am a fit and proper person to act as a landlord, or to act for a landlord, in terms of the Antisocial Behaviour etc (Scotland) Act 2004 and to use this information for any reasonable purpose with other Council services

I agree that Argyll and Bute Council may share the information provided in this form, and other relevant information it holds about me, with other Local Authorities in Scotland to which I have applied for registration, to help those other Authorities determine whether I am a fit and proper person to act as a landlord, or to act for a landlord, in terms of the Antisocial Behaviour etc (Scotland) Act 2004

Signed:

Print Name: \_\_\_\_\_

Date : \_\_\_\_\_

Argyll and Bute Council will notify you of the outcome of your application, this will be via email if you provide an email address. Registration lasts for 3 years from the date an application is approved. **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.**

### Section 4 Payment

Please send this form and payment to  
Private Landlord Registration  
Planning, Housing and Regulatory Services  
Argyll and Bute Council  
Kilmory  
Lochgilphead  
PA31 8RT

Cheques should be made payable to "Argyll and Bute Council" **£15** per property.