



APPLICATION FORM

To apply for registration as a landlord or landlord's agent with Argyll and Bute Council or any other Local Authority in Scotland, you can apply on-line at www.landlordregistrationscotland.gov.uk.

Should you not wish to use the website, you can use this form to apply. There are notes at the end of the form to help you. For more information or advice, please contact the undernoted :-

Planning, Housing and Regulatory Services – Private Landlord Registration
Argyll and Bute Council
Kilmory
Lochgilphead
Argyll PA31 8RT

Email : landlord.registration@argyll-bute.gov.uk
Tel : (01546) 604408

You must register with each Local 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 in all Authorities in one application and this will reduce the total fee that you will have to pay.

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 exemptions 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.

Useful Information

If a property is jointly owned then a 'lead' owner should be designated by the owners from amongst their number. The lead owner will pay both the principal fee and the property fee(s) for each of the jointly owned properties. Any joint owner who is not the lead owner is exempt from paying both the principal fee and any property fees for the jointly owned properties.

About Joint owners

All owners of property, including joint owners are required to apply for registration in order to comply with the law. **Each Joint Owner will need to complete an application form or online application – there is no fee for the joint owner.**

About agents

If you use an agent to manage any of your properties, you will need to ask your agent to provide their details including their Letting Agent Registration number (LARN) you may be able to search for this on the public register <https://lettingagentregistration.gov.scot/> .

If a commercial agent has provided you with their LARN (which is NOT a landlord registration number), they will not be required to complete an application form.

All commercial agents are now required to register as a letting agent with the Letting agent registration team of the Scottish Government, however some non-commercial agents do not and these will still require registration with landlord registration for further details visit <https://www.mygov.scot/letting-agent-registration/> Please note that if your agent (including family members with Power of Attorney) is not already registered then you will need to pay for them to be assessed as fit and proper. This will cost you a further £65 in addition to your own registration fee.

ALL Applicants

Current Address, including postcode. If home and let address are the same, please also provide the address you will be moving to.

Home Address

Postcode

How long have you lived at this address?

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Telephone Number:(will only be used by LA)

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Email address: (will only be used by LA)

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If moving, address I will be moving to:

Approximate date:

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

Address(es), including postcode

Postcode:

How long have you lived at this address?

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What do you want the **correspondence*** address to be?

Your home address Your agents address Other (please specify below)

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Postcode:	Tel No:
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***correspondence address – ALL post will go to this address (including approval certificates, renewal reminders etc), this address MUST be kept up to date. If ticking agent then please ensure they are aware of this and will forward on post to you – they may charge for this service.**

Convictions/Accreditations

To be registered, owners 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, drugs, firearms, or sexual offences
- Practiced unlawful discrimination in connection to any business
- Contravened any provision of the law relating to housing, or landlord and tenant law.

In addition to the information provided on the form, the local authority will also take account of any other relevant information they hold about the applicant.

Do you have any spent or unspent convictions, involving any of the following:- (see Note 3a) Yes No

- Fraud
- Violence
- Drugs
- Discrimination
- Firearms
- Sexual offences
- Contravention of housing law

Have you had any court or tribunal judgements found against you under Yes No

- Housing law
- Landlord or tenant law
- Discrimination legislation

If yes to either of the above, please give details

Conviction or Description of Case	Date	Court or Tribunal which heard the Case

Do you have any previous or current Repairing Standard Enforcement Orders issued by the Private Rented Housing Panel? (see Note 3b) Yes No

If yes, please provide dates and description of case below _____

Have you, or a tenant residing at any of your properties, ever been served with an Antisocial Behaviour Order or an Interim Antisocial Behaviour Order? (see Note 3c) Yes No

If yes, please provide details below

Date	Court	Local Authority (optional)	Was it you or your tenant who was served the order?

Have you, or any of your properties, ever been subject to an Antisocial Behaviour Notice? (see note 3d) Yes No

If yes, please provide details below

Date	Local Authority

Do you hold any registrations or licences (Note 4) in connection with letting houses anywhere in the UK? Yes No

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.

Do you hold any voluntary accreditations (Note 4) in connection with letting houses anywhere in the UK? Yes No

If yes, please give details

Description	Awarded by	Date	Approving Local Authority	Reference No.

If you wish to register property in the Council area, please continue to Section 2.

You **MUST** register every house you own which is subject to a lease or occupancy agreement, but you can also register if you do not own any property but may do in the future.

If you do not currently let any property please indicate so below and then go to Section 3.

I do not currently let any property in Argyll and Bute but wish to register as I will let property in the future. I understand I must register any property I wish to let before any occupation or agreement begins

I wish to register as an agent only

SECTION 2: PROPERTIES**Complete in BLOCK CAPITALS**

2.1 Address of the property you let or intend to let, including postcode.
 (Please provide details of **all** properties let by you in Argyll and Bute)

Postcode	Postcode

Please continue on additional paper if necessary

2.2 Gas Safety

Do any of your properties in the Argyll and Bute Area have gas appliances?
 (delete as appropriate) **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="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 Do you have an Energy Performance Certificate for any of the let properties?
 (delete as appropriate) **YES/NO**

If yes, please provide a copy of the Certificate

If no and the tenancy commenced after 4th 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.

2.4 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

2.5 Is this property an accredited property? (Note 4) Yes No

If yes, provide the accreditation number

2.6 Is the property served by a Private Water Supply (i.e. one not provided by Scottish Water). Yes No

If yes, an improvement grant may be available.

Would you like to receive further grant information? Yes No

2.7 Electrical Safety Inspection Report – Made Up of Two Parts (EICR & PAT)

Do you have an Electrical Installation Condition Report (EICR) for any of the let properties? YES/NO

Do you have a PAT report for any of the let properties YES/NO

(PAT is for any electrical goods supplied by the Landlord, e.g Washing Machine)

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

It is a legal requirement that from the **1st December 2015**, you must obtain an **EICR** and **PAT** if applicable. A copy of the certificate/s must be provided to the tenant and to Argyll and Bute Council.

The Electrical Safety Inspection Report should be done by a competent person and a member of NICEIC or SELECT

<http://www.select.org.uk/for-the-public/find-a-contractor/>

<https://www.niceic.com/householder/find-a-contractor-results?q=PA42+7BD>

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

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

2.8 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?

Name of Deposit Scheme:

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.

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 details here, and then ask them to complete a separate application 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: Telephone:

3. Do you jointly own this property with anyone else? Yes No
(including a spouse). **NO FEE** see Info Pack.

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 details here, and say whether they are a member of your family. Each joint owner will need to complete a separate form and return it to us.

Name : Date of Birth

Address :

Postcode: Telephone:

Is this person a member of your family? Yes No

3.1 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: Telephone:

***The CONTACT address will be the one shown on the public register. It is the address that tenants and neighbours can use to get in touch with you regarding the property.**

Declaration :.....Continued/

SECTION 4: 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:-

Online: www.scotland.gov.uk/Topics/Built-Environment/Housing/privaterent,
www.argyll-bute.gov.uk/privatelandlords, www.rentingscotland.org and other sources.

Planning, Housing and Regulatory Services – Private Landlord Registration,
Argyll and Bute Council, Kilmory, Lochgilphead, Argyll PA31 8RT
Tel : (01546) 604408 Email: landlord.registration@argyll-bute.gov.uk

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 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

I acknowledge that Argyll and Bute Council may share with or receive information from other relevant authorities, including Police Scotland as permitted by Section 139 of the Antisocial Behaviour etc. (Scotland) Act 2004.

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.

Signed : _____ Date : _____

Print Name : _____

Argyll and Bute Council will notify you of the outcome of your application. **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.**

Please note that it is a legal requirement to keep your registration details up to date. You can do this online at www.landlordregistrationscotland.gov.uk, or in writing to landlord.registration@argyll-bute.gov.uk or to Private Landlord Registration, Argyll and Bute Council, Kilmory, Lochgilphead, Argyll PA31 8RT. Failure to notify a change constitutes an offence under the act and could lead to prosecution.

Registration lasts for 3 years from the date an application is approved.

Payment

Payment must be made at the time of application, please see Note 6 to calculate how much you have to pay for this application and further advice on how to pay. Cheques should be made payable to Argyll and Bute Council.

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, drugs, discrimination, firearms or sexual offences
- 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 antisocial behaviour affecting a house they let or manage

In addition to the information provided on the form, Argyll and Bute Council 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 more than one Local Authority area, the Authorities will share information to ensure that 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 may be exempt from registration if it is

- The only or main residence of the landlord, where there are not more than two lodgers
- Let under certain agricultural or crofting tenancy – contact us for further details.
- Occupied under a life-rent
- Used for holiday lets only
- Regulated by the Care Commission, in certain categories only
- 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 close family only
- Held by an executor for a period of less than 6 months
- Possessed by a heritable creditor for a period of less than 6 months
- Owned by a person acting as an insolvency practitioner for a period of less than 6 months, unless the appointment is made by the Accountant in Bankruptcy. In that case, crown immunity applies and there is a permanent exemption from registration
- Owned by a Local Authority or Registered Social Landlord

Please contact the Local Authority for advice on exemptions prior to making any decision whether to register or not.

Note 3

(a) Any spent or unspent convictions for offences involving:

- Fraud/dishonesty
- Violence
- Drugs
- Discrimination
- Firearms (within the meaning of section 57(1) of the Firearms Act 1968 (c.27))
- Sexual offences (within the meaning of section 210A(10) of the Criminal Procedure (Scotland) Act 1995 (c.46))
- Contravention of housing law (for further details on housing legislation, please see www.legislation.gov.uk/browse/uk)

Any court or tribunal judgements under:

- Housing law
- Landlord and tenant law
- Discrimination legislation

“Discriminatory legislation” means

- The Equal Pay Act 1970 (c.41)
- The Sex Discrimination Act 1975 (c.65)
- The Race Relations Act 1976 (c.1974)
- The Disability Discrimination Act 1995 (c.50)
- The Equality Act 2010 (c.15)
- The Employment Equality (Sexual Orientation) Regulations 2003 (S.I.2003/1661)
- The Employment Equality (Religion or Belief) Regulations 2003 (S.I.2003/1660)

If you are unsure whether you need to declare a conviction or court or tribunal judgement found against you, please contact your local authority for further advice.

- (b) A Repairing Standard Enforcement Order made under s24(2) of the Housing (Scotland) Act 2006.
- (c) An Antisocial Behaviour Order (ASBO), or interim order, within the meaning of Part 2 of the Antisocial Behaviour etc. (Scotland) Act 2004 served on you or a tenant residing at any of your properties.
- (d) An Antisocial Behaviour Notice (ASBN), within the meaning of Part 7 of the Antisocial Behaviour etc. (Scotland) Act 2004 served on you or any of your properties.

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 under part 5 of the Housing (Scotland) Act 2006. 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. Accreditation schemes may be run by Local Authorities, landlord organisations or a combination of the two.

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 must now be registered to operate – we will require their Letting Agent registration number (LARN) this can be found here <https://lettingagentregistration.gov.scot/> or contact your agent and ask them for it.

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

If you think your property may be an HMO and you do not have a licence, please contact the Local Authority for advice.

Note 6 (see also the fee notes attached for more detail of discounts available)

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

£65 for the lead owner (joint owners must register but are not liable to pay the principal or property fees – additional fees may apply)

You do not have to pay a principal fee for anyone who holds a current, valid HMO licence from Argyll and Bute Council.

Property Fees - £15 for each property – all let properties must be registered unless exempt

Additional Fees - Applications made after Local Authority has issued two requests for an application to be made (Late Application Fee) - £130 in addition to the principal fee

Please note that the Late Application Fees are automatically applied to any application including joint owners which expire due to failure to renew.

Details of fee exemptions and discounts are available in the Information Pack. If you are unsure how much your fee will be, please contact:

Planning, Housing and Regulatory Services
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Cheques to be made payable to Argyll and Bute Council

Please note that your application is not valid until correct payment has been received by Argyll and Bute Council. If you let property without making a payment you will be committing a criminal offence.

You can pay your application fees in the following ways:

Card Payments

Online - Please note that you have to register online to use this facility. This is also the only available method of payment if you register online. Visit www.landlordregistrationscotland.gov.uk – payment can be made by credit or debit card using the secure server; you can print a copy of the payment for your own records.

We recommend that landlords keep a full record of all registration payments made. By registering online, the total amount payable (a full purchase summary detailing all the submitted fees and discounts where applicable) will be calculated automatically.

By post (cheque or postal order)

You can send a cheque or postal order with your completed application form. Please make cheques payable to Argyll and Bute Council and write your name, address and landlord registration number if you have one, on the back of any cheque payments.

If someone else is paying on behalf of the registered lead landlord, please ask the agent, friend or family member to write down who they are paying on behalf of, or provide details of the registration numbers if known. This allows us to identify the purchaser for each landlord and link the payment directly to the correct landlord.

Application forms must be sent with full payment to Private Landlord Registration at the above address. Once submission has been made fees are non returnable.