



## **APPLICATION FOR LANDLORD REGISTRATION Under the Antisocial Behaviour etc (Scotland) Act 2004**

You can use this form to apply for registration as a landlord, landlord's agent or joint owner/s with Angus Council. There are notes to help you, but you should contact us at the address below if you require more information or advice.

### **Please return the completed form to:**

Angus Council,  
Private Landlord Registration  
Neighbourhood Services  
William Wallace House,  
Orchardbank Business Park  
Orchard Loan  
Forfar  
DD8 1WH

Tel : 01307 476073 / 476074  
Email: [landlord.registration@angus.gov.uk](mailto:landlord.registration@angus.gov.uk)

We recommend that you either use Recorded Delivery or Registered Post to ensure safe delivery to / receipt by the Council.

You can also apply online, at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk). There is a 10% discount for applying online.

You must register with each authority in whose area you let property. If you own properties in more than one area, using the online application system to register with all authorities in one application 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 (see 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 exceptions from the requirement to register (see 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](http://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.

## NOTES FOR LANDLORDS, AGENTS AND JOINT OWNERS

### 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 or drugs
- 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 any antisocial behaviour affecting a house they let or manage.

In addition to the information provided on the form, the local authority 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 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 the 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 is exempt from registration if it is:

- The only or main residence of the landlord, where there are not more than two lodgers
- Let under an agricultural or crofting tenancy
- Occupied under a liferent
- Used for holiday lets only
- Regulated by the Care Commission, in certain categories
- 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 family only
- Held by an executor
- Possessed by a heritable creditor
- Owned by a local authority or Registered Social Landlord

**If you are unsure whether an exemption applies to you, please contact the Accessline at 08452 777 778.**

**Note 3**

'Discrimination legislation' means:

- The Equal Pay Act 1970
- The Sex Discrimination Act 1975
- The Race Relations Act 1976
- The Disability Discrimination Act 1995
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Employment Equality (Religion or Belief) Regulations 2003

**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. 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. ***At present there are no accreditation schemes approved for Registration purposes in Angus.***

**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.

**All Houses in Multiple Occupation must be licensed by the local authority. If you think your property may be an HMO and you do not have a licence, please contact Angus Council, Licensing Officer, Law & Administration Department at 01307- 461460.**

## Note 6

The fees for a registration application are made up of a **principal fee** for each person applying, and a **property fee** for each property listed.

### **Principal fee**

£55 for the main applicant.

If a property is jointly owned then a 'lead' owner should be nominated. The 'lead' owner will pay both the principal fee and the property fee(s) for each of the jointly owned properties.

If any joint owner who is not the 'lead' owner also rents out properties which are not jointly owned then they will have to pay the relevant principal and property fee(s) for these properties.

***You do not have to pay a principal fee if you hold an HMO licence from Angus Council. Your details will be registered by the Council, and you will be notified when this has been done. This also applies to your agent (if applicable) and HMO properties.***

### **Agent Fee**

£55 for each agent who has not registered or applied for registration separately.

### **Property fees**

£11 for each house (except a property which is the subject of a current HMO licence).

You do not have to pay a property fee if the property has an HMO licence. The details will be registered by the Council, and you will be notified when this has been done. However, all un-licensed properties will have to be registered separately by you.

**Registered charities** receive 100% discount on both the principal and property fee.

**Online Applications** will receive a 10% discount on the total amount.

## Note 7

You can pay for this application in the following ways:

1. By registering on-line, the total amount payable will be calculated automatically, you can pay on-line by debit or credit card.
2. By submitting this paper application which must be accompanied by a cheque for the appropriate amount. (cheques should be made payable to Angus Council)

**Note 8**

The Council will notify you of the outcome of your application. 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.

**Please now proceed to fill in the relevant sections : -**

**Sections**

**1 - 3 : To be completed by the Landlord/Owner. (pages 6-13)**

**4 : To be completed by the Agent. (pages 14-18)**

**5 : To be completed by each Joint Owner. (pages 19-23)**

**Section 1 - About You (to be completed by the owner)  
Individual Applicants**

Title

First Name

Other Names

Surname

Date of Birth

Any other names by which you are, or have been, known

**Organisations**

Organisation Name

Organisation Registration Number ( if applicable)

**Organisation Contact Person**

Name

Position in organisation

Is this organisation a registered charity ?  
If so, please enter the charity registration number

**All Applicants**

Present Address, including postcode

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How long have you lived at this address?

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Telephone number

--

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

Previous address, including postcode

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How long did you live at this address?

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Email address ( optional – if you enter an email address we will use this to contact you in most circumstances)

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Do you have any unspent convictions, or have you ever had any court or tribunal judgements against you under discrimination legislation? ( Note 3)

Yes  No 

If yes, please give details

Conviction or description of case	Date	Court or tribunal which heard the case

Do you hold any registrations or licences (Note 4) in connection with letting houses anywhere in the UK? (You need not include HMO licences for properties listed later in this application)

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 number

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	Local Authority approving scheme	Reference number

**If you wish to register property in the Angus Council area, please continue to the next section.**

*You must register every house you own which is subject to a lease or occupational agreement, but you can also register if you do not own any property.*

**If you do not wish to register any property, please go to Section 3.**

## Section 2 – Properties – to be completed by the owner (a separate section 2 is required per property)

Address of the property, including postcode

Is this property a House in Multiple Occupation? (Note 5)

Yes  No

If yes, please give the HMO licence number

Is this property an Accredited property?

Yes  No

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 Angus Council?

Yes  No

If yes, please enter the registration number

If no – please enter the name and address here, then ask them to complete the section 4 and return it to us. **You will need to pay a fee for your agent if they have not already registered in their own right.**

Name

Address

Do you jointly own this property with anyone else?

Yes  No

***All joint owners of any let house must be registered. Your application cannot be approved until both you and all joint owners have been registered.***

If yes – Has this person already registered, or applied for registration, with Angus Council?

Yes  No

If yes, please enter the 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 Section 5 and return it to us.

Name

Address

Is this person a member of your family?

Yes  No

What do you want to use as the contact address for this property?

Your address

Your agents address

Another address – please give details

## **Section 3**

### **The Data Protection Act 1998**

Angus Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal information you have provided will be used to process the application in terms of the Antisocial Behaviour etc. (Scotland) Act 2004. Your data may be disclosed to Tayside Police and other Council Departments who may become involved in the processing of the application, as well as elected members where they are required to determine the application; the Council may also share this information with other Local Authorities in Scotland.

Angus Council is the Registered Data Controller. Any queries regarding the processing of your personal data by Angus Council should be directed to the Accessline at 08452 777 778.

#### **Good practice information**

Information on the law and good practice in letting is available from your local Council or online at [www.betterrentingscotland.com](http://www.betterrentingscotland.com), and other sources. If in doubt about legal requirements you should consult a solicitor or professional letting agent.

#### **False Declarations**

**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.**

## Declarations by Owner

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

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

I agree that Angus Council may use other information it holds about me to determine whether I am a fit and proper person to act as a landlord in terms of the Antisocial Behaviour etc (Scotland) Act 2004

I agree that Angus 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

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Date

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Print Name

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## Section 4 – About You (to be completed by Agent)

This form is to provide details of an agent in connection with an application for landlord registration. Please refer to the notes, or contact us at the address on the front of this form if you require more information or advice.

### Individual Applicants

Title

First Name

Other Names

Surname

Date of Birth

Any other names by which you are, or have been, known

### Organisations

Organisation Name

Organisation registration number (if applicable)

### Organisation contact person

Name

Position in organisation

Is this organisation a registered charity?  
Is so, please enter the charity registration number

**All applicants**

Present Address, including postcode

How long have you lived at this address?

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

Previous Address, including postcode

How long did you live at this address?

Email address (optional – if you enter an email address we will use this to contact you in most circumstances)

Do you have any unspent convictions, or have you ever had any court or tribunal judgements against you under discrimination legislation? (Note 3)

Yes  No

Do you have any unspent convictions, or have you ever had any court or tribunal judgements against you under discrimination legislation? (Note 3)

Yes  No

If yes, please give details

Conviction or description of case	Date	Court or tribunal which heard the case

Do you hold any registrations or licences (Note 4) in connection with letting houses anywhere in the UK? (You need not include HMO licences for properties listed later in this application)

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 number

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	Local authority approving the scheme	Reference number

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## Declarations by Agent

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

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

I agree that Angus Council may use other information it holds about me to determine whether I am a fit and proper person to act as a landlord in terms of the Antisocial Behaviour etc (Scotland) Act 2004

I agree that Angus 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

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Date

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Print Name

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**Section 5 – About You (to be completed by Joint Owner)**  
**A separate Section 5 is required for each joint owner.**

This form is to provide details of a joint owner in connection with an application for landlord registration. Please refer to the notes, or contact us at the address on the front of this form if you require more information or advice.

**Individual Applicants**

Title

First Name

Other Names

Surname

Date of Birth

Any other names by which you are, or have been, known

**Organisations**

Organisation Name

Organisation number (if applicable)

**Organisation contact person**

Name

Position in organisation

Is this organisation a registered charity?  
If so, please enter the charity registration Number

**All applicants**

Present Address, including postcode

How long have you lived at this address?

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

Previous Address, including postcode

How long did you live at this address?

Email address (optional – if you enter an email address we will use this to contact you in most circumstances)

Do you have any unspent convictions, or have you ever had any court or tribunal judgements against you under discrimination legislation? (Note 3)

Yes  No

If yes, please give details

Conviction or description of case Date Court or tribunal which heard the case

Conviction or description of case	Date	Court or tribunal which heard the case

Do you hold any registrations or licences (Note 4) in connection with letting houses anywhere in the UK? (You need not include HMO licences for properties listed later in this application)

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 number

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	Local Authority approving the scheme	Reference number

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### **False Declarations**

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**Declarations by Joint Owner**

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

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

I agree that Angus Council may use other information it holds about me to determine whether I am a fit and proper person to act as a landlord in terms of the Antisocial Behaviour etc (Scotland) Act 2004

I agree that Angus 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 \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_