

# Application for Landlord Registration

## Under the Antisocial Behaviour etc (Scotland) Act 2004

You can use this form to apply for registration as a landlord or a landlord's agent with Glasgow City Council. There are notes included to help you.

For further information or advice please contact the registration team:

Private Landlord Registration Unit  
Housing Services  
Glasgow City Council  
Development And Regeneration Services  
Exchange house  
231 George Street  
Glasgow G1 1RX  
Freephone: 0300 343 0414  
Telephone: +0044 141 276 7583  
Fax: +0044 141 287 9929  
email: [privatelandlordregistrationunit@glasgow.gov.uk](mailto:privatelandlordregistrationunit@glasgow.gov.uk)

You can also apply online at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk)

Applications submitted and paid for online attract a 10% discount.

You must register with each Local Authority in whose area you let property. If you own properties in more than one Local Authority 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 (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 to 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 if 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.



# Guidance on Completion of Application Form

**Section 1** of the application requiring completion is for landlords and those acting as landlord's agents, who wish to register in their own right. This should be completed by landlords who let property in the Glasgow area, agents who work for clients with property in the Glasgow area and prospective landlords who wish to let property in the Glasgow area.

**Section 2** of the form allows landlords to register property which they let in the Glasgow area. If you have more than one property to register additional sheets can be supplied on request.

**Section 3** of the form contains a declaration which must be completed to allow the application to be treated as valid.

**Section 4** is the final part of the form and these should be completed by your agent or joint owner as specified in Section 2 of the application (Property Details). Note that any joint owners and/or agent must also complete the declaration at the end of this section.

**PLEASE NOTE:** If your agent has already registered they can provide you with details of their registration number (which you should enter in section 2) and there is therefore no need to have section 4 of the form completed.

**PLEASE NOTE:** Note that payment must be made at the time of submitting this application. Payment can be made by cheque or postal order and should be made payable to Glasgow City Council. Please add your name, address and phone number to the reverse of the cheque or postal order.

# Section 1 - About you

(See Note 5)

Title: Mr/Mrs/Ms/Miss/Dr/Other (please state): .....

First Name: .....

Other Names: .....

Surname: .....

Date of Birth: ..... / ..... / ..... (dd/mm/yyyy)

Any other names by which you are known or have been known, including maiden name where applicable: .....

Organisations (Only applicable if you are registering on behalf of a company)

Organisation Name: .....

Company Registration Number (if applicable): .....

Organisation Contact Person

Name: .....

Position in Organisation: .....

Is this organisation a registered charity? Yes  No

If so, please enter the charity registration number: .....

All Applicants

E-mail address: .....

Mobile Telephone: .....

Telephone: .....

(If you enter an email address we will use this to contact you in most circumstances)

Current Home Address of individual applicants or Trading Address/Registered Office of Companies – including Flat Position, Street Number and Postcode.

.....  
.....  
.....

How long have you lived / traded at this address? .....Years ..... Months

If you have lived / traded at this address for less than 5 years please provide details of any others addresses you have lived / traded at in the last 5 years on the next page. Please use a separate sheet if necessary.

Address - including flat position, street number and postcode

.....  
.....  
.....

How long have you lived at this address? .....Years ..... Months

Please state the address that you wish correspondence relating to your application sent to, where this differs from your HOME or ORGANISATION address on the previous page.

.....

.....

.....

1. Do you have any spent or unspent convictions, or have you ever had any court or tribunal judgements against you under discrimination legislation? (See Note 1a)

Yes  No

If yes, please enter details below, use a separate sheet if required

Date	Court	Crime/Offence Legislation and Section if known	Sentence /Outcome

2. Do you have any previous or current Repairing Standard Enforcement Orders issued by the Private Rented Housing Panel? (See Note 1b)

Yes  No

If yes, please provide dates and description of the case below, including the address of any property detailed in the order.....

.....

.....

3. Have you, or a tenant residing at any of your properties, ever been served with an Antisocial Behaviour Order? (See Note 1c)

Yes  No

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

Date	Court	Local Authority (Optional)	Please indicate whether it was you or your tenant who was served with the order

4. Have you, or any of your properties ever been the subject of an Antisocial Behaviour Notice? (see Note 1d)

Yes  No

Date and Local Authority	Property Address

5. Do you hold any registration or licences (See Note 3) in connection with letting houses any where in the UK? (You need not include HMO Licences for properties listed later in this application)

Yes  No

6. Have you had any such 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 ..... / ..... / ..... (dd/mm/yyyy)  
Reference Number .....

7. Do you hold any voluntary accreditations (See Note 3) in connection with letting houses anywhere in the UK?

Yes  No

If YES, please give details.

Description .....  
Awarded by .....  
Date ..... / ..... / ..... (dd/mm/yyyy)  
Local Authority approving the scheme .....  
Reference Number .....

If you wish to register property in the Glasgow City 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. If you do not wish to register a property, please go to Section 3

## Section 2 - Properties

(Note that a separate property sheet must be completed for each property)

Address - including flat position, street number and postcode

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.....  
.....  
.....

If the property address above is the same as that shown as your current address (provided on page 3) can you please provide further details. i.e you are a resident landlord, you intend moving and will let this property in the future.

.....  
.....  
.....

Is this property a House In Multiple Occupation? (See Note 4)

Yes  No

If Yes, please give HMO Licence Number .....

Is this property an accredited property? (See Note 3)

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 a solicitor, or a friend or relative who looks after the property, arranges repairs, collects rent etc. YOU MUST DECLARE ANY AGENT YOU USE. Your application cannot be APPROVED until that of any agent you use has been APPROVED.

If Yes, please enter their registration/application number

.....

If Yes, but you do not know their registration number – please enter their name and address here and ask them to complete Pages 9 - 12 of this form and return it to us. You may need to pay a fee for your agent.

Name .....

Address - including flat position, street number and postcode

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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 any joint owners have submitted applications and have been assessed as fit and proper persons.

If you jointly own this property, have the other joint owners been registered or applied for registration with Glasgow City Council?

Yes  No

If Yes, please enter their registration/application number.

.....

If No – please enter their name and address here, ask them to complete pages 9-12

Name .....

Address - including flat position, street number and postcode

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.....

.....

What would you like to use as the contact address for this property?

(NB This is the address which will appear on the public register.) (See Note 6)

Your Address  Your Agents Address

Another Address – Please Specify including flat position, street number and postcode

.....

.....

.....

## Section 3 - Declarations

(Failure to complete this section will render your application invalid. You cannot continue to legally let property in Scotland without having submitted a valid application for registration.)

Total number of rented properties included in this application for registration .....

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 online at [www.betterrentingscotland.com](http://www.betterrentingscotland.com) or at [www.landlordaccreditationscotland.com](http://www.landlordaccreditationscotland.com) 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 provide the 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.

Glasgow City Council may use information it holds about you to determine whether you are a fit and proper person to act as 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 fit and proper to act as a land lord, or to act for a landlord. They may also share and seek relevant information with the Police Service of Scotland and, if appropriate, other relevant authorities.

Information is shared with Police Scotland in terms of Section 139 of the Antisocial Behaviour etc. (Scotland) Act 2004 and/or the Data Protection Act 1998. Under the Data Protection Act 1998 information is shared for the purpose of preventing and detecting crime.

If this form is being used to claim exemption from registration please indicate which exemption applies to you. (See Note 2)

Signed .....

Print Name: .....

Date ..... / ..... / ..... (dd/mm/yyyy)

Glasgow City Council will notify you of the outcome of your application. Registration lasts for a period of 3 years from the date an application is approved. You must inform Glasgow City Council of any changes to the details entered on this form at any time whilst your application is being processed and during the 3 years of registration. It is an offence to fail to notify changes to this information to your Local Authority. Note that payment must accompany this form. Please see Note 8 to calculate how much you have to pay for this application. Alternatively, contact the registration team who can assist you.

# Section 4 - Application for Landlord Registration

Under the Antisocial Behaviour etc (Scotland) Act 2004

## PLEASE NOTE:

Only complete this section of the form if you are acting as an agent or if you are a joint owner of the property.

This section of the form is to provide details of additional people, either agents or joint owners, in connection with an application for landlord registration.

### Details of agent/joint owner.

Are you acting as an agent? Yes  No

Are you a joint owner? Yes  No

This form is to provide details of additional people, either agents or joint owners, in connection with an application for landlord registration. There are notes included to help you. For further information or advice please contact the registration team:

Private Landlord Registration Unit

Housing Services

Glasgow City Council

Development And Regeneration Services

Exchange House

231 George Street

Glasgow G1 1RX

Freephone: 0300 343 0414

Telephone: +0044 141 276 7583

Fax: +0044 141 287 9929

email: [privatelandlordregistrationunit@glasgow.gov.uk](mailto:privatelandlordregistrationunit@glasgow.gov.uk)

You can also apply online at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk)

Applications submitted online attract a 10% discount.

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).

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 if 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.

When you have completed this form please return it to the person who gave it to you, or direct it to the address above.



# Section 4 - About you - Joint owners and agents

(See Note 5)

Title: Mr/Mrs/Ms/Miss/Dr/Other (please state): .....

First Name: .....

Other Names: .....

Surname: .....

Date of Birth: ..... / ..... / ..... (dd/mm/yyyy)

Any other names by which you are known or have been known, including maiden name where applicable: .....

Organisations (Only applicable if you are registering on behalf of a company)

Organisation Name: .....

Company Registration Number (if applicable): .....

Organisation Contact Person

Name: .....

Position in Organisation: .....

Is this organisation a registered charity? Yes  No

If so, please enter the charity registration number: .....

All Applicants

E-mail address: .....

Mobile Telephone: .....

Telephone: .....

(If you enter an email address we will use this to contact you in most circumstances)

Current Home Address of individual applicants or Trading Address/Registered Office of Companies – including Flat Position, Street Number and Postcode.

.....  
.....  
.....  
.....

How long have you lived / traded at this address? .....Years ..... Months

If you have lived / traded at this address for less than 5 years please provide details of any others addresses you have lived / traded at in the last 5 years on the next page. Please use a separate sheet if necessary.

Address - including flat position, street number and postcode

.....  
.....  
.....

How long have you lived at this address? .....Years ..... Months

Please state the address that you wish correspondence relating to your application sent to, where this differs from your HOME or ORGANISATION address on the previous page.

.....  
 .....

1. Do you have any spent or unspent convictions, or have you ever had any court or tribunal judgements against you under discrimination legislation? (See Note 1a)

Yes  No

If yes, please enter details below, use a separate sheet if required

Date	Court	Crime/Offence Legislation and Section if known	Sentence /Outcome

2. Do you have any previous or current Repairing Standard Enforcement Orders issued by the Private Rented Housing Panel? (See Note 1b)

Yes  No

If yes, please provide dates and description of the case below, including the address of any property detailed in the order.....

.....  
 .....

3. Have you, or a tenant residing at any of your properties, ever been served with an Antisocial Behaviour Order? (See Note 1c)

Yes  No

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

Date	Court	Local Authority (Optional)	Please indicate whether it was you or your tenant who was served with the order

4. Have you, or any of your properties ever been the subject of an Antisocial Behaviour Notice? (see Note 1d)

Yes  No

Date and Local Authority	Property Address

5. Do you hold any registration or licences (See Note 3) in connection with letting houses any where in the UK? (You need not include HMO Licences for properties listed later in this application)

Yes  No

6. Have you had any such 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 ..... / ..... / ..... (dd/mm/yyyy)

Reference Number .....

7. Do you hold any voluntary accreditations (See Note 3) in connection with letting houses anywhere in the UK?

Yes  No

If YES, please give details.

Description .....

Awarded by .....

Date ..... / ..... / ..... (dd/mm/yyyy)

Local Authority approving the scheme .....

Reference Number .....

# Declaration

(Failure to complete this section will render your application invalid. You cannot continue to legally let property in Scotland without having submitted a valid application for registration.)

Total number of rented properties included in this application for registration .....

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 online at [www.betterrentingscotland.com](http://www.betterrentingscotland.com) or at [www.landlordaccreditationscotland.com](http://www.landlordaccreditationscotland.com) 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 provide the 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.

Glasgow City Council may use information it holds about you to determine whether you are a fit and proper person to act as 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 fit and proper to act as a landlord, or to act for a landlord. They may also share and seek relevant information with the Police Service of Scotland and, if appropriate, other relevant authorities.

Information is shared with Police Scotland in terms of Section 139 of the Antisocial Behaviour etc. (Scotland) Act 2004 and/or the Data Protection Act 1998. Under the Data Protection Act 1998 information is shared for the purpose of preventing and detecting crime.

If this form is being used to claim exemption from registration please indicate which exemption applies to you. (See Note 2)

Signed .....

Print Name: .....

Date ..... / ..... / ..... (dd/mm/yyyy)

Glasgow City Council will notify you of the outcome of your application. Registration lasts for a period of 3 years from the date an application is approved. You must inform Glasgow City Council of any changes to the details entered on this form at any time whilst your application is being processed and during the 3 years of registration. It is an offence to fail to notify changes to this information to your Local Authority. Note that payment must accompany this form. Please see Note 7 to calculate how much you have to pay for this application. Alternatively, contact the registration team who can assist you.

# Notes

## Note 1a

Any Spent or Unspent convictions for offences involving:

- Fraud / Dishonesty
- Violence
- Drugs
- Discrimination
- Firearms (within the meaning of 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](http://www.legislation.gov.uk))

Any court or tribunal judgements under

- Housing Law
- Landlord and Tenant Law
- Discrimination Legislation i.e.
  - The Equal Pay Act 1970 (c.41)
  - The Sex Discrimination Act 1975 (c.65)
  - The Race Relations Act 1976 (c.74)
  - The Equality Act 2010 (c.15)
  - The Employment Equality (Sexual Orientation) Regulations 2003 (S.I. 2003/1661) or
  - The Employment Equality (Religion or Belief) Regulations 2003 (S.I. 2003/1660)
  - The Disability Discrimination Act 1995 (c.50)

## Note 1b

A Repairing Standard Enforcement Order (RSEO) made under s.24(2) of the Housing (Scotland) Act 2006.

## Note 1c

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.

## Note 1d

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.

If you are unsure whether you need to declare a conviction or court or tribunal judgement found against you, please contact Glasgow city Council for further advice

## Note 2

Exemptions apply to properties rather than 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 is exempt from registration if it is:

- 1 the only or main residence of the landlord, where there are not more than two lodgers
- 2 let under an agricultural or crofting tenancy
- 3 occupied under a life rent
- 4 used for holiday lets only
- 5 regulated by the Care Commission, in certain categories
- 6 owned by a religious organisation and occupied by a leader or preacher of that faith
- 7 occupied only by members of a religious order
- 8 let to members of the landlord's family only
- 9 held by an executor
- 10 possessed by a heritable creditor
- 11 owned by a local authority or Registered Social Landlord

If you are unsure whether an exemption applies to you, please contact the local authority for advice.

In any event, if you are claiming an exemption please complete the Declaration to this effect on page 13 of this form.

## Note 3

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.

## Note 4

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 HMOs 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 the local authority for advice.

## Note 5

All legal owners named on the title deeds must register as a landlord.

Power of Attorneys can sign the application on their behalf.

A copy of the Power of Attorney including the schedule detailing the powers which the attorney is entitled to exercise must be enclosed.

If a third party agent is used then Power of Attorney need not register with the Local Authority as an agent.

If no third party agent is used then the Power of Attorney must register as the agent.

## Note 6

A public register is available which can be accessed online at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk) or by contacting Glasgow City Council. Glasgow City Council can provide information on approved landlords and agents operating in their area. Contact information is also available for most privately let properties within the Glasgow area. The information which will be provided is:

- The contact details for a property
- Confirmation that the landlord is registered.

The landlord can specify a contact address which will appear on the public register. This is often their letting agents address or the landlords correspondence address where no agent is used.

## Note 7

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

### Principal fees

£55 for the main applicant

You do not have to pay a principal fee for anyone who holds an HMO licence from Glasgow City Council, or who is accredited with certain Landlord Accreditation Schemes.

### Property fees

£11 for each house.

If you are unsure how much your fee will be, please contact:

Private Landlord Registration Unit

Housing Services

Glasgow City Council

Development And Regeneration Services

Exchange house

231 George Street

Glasgow G1 1RX

Freephone: 0300 343 0414

Telephone: +0044 141 276 7583

Fax: +0044 141 287 9929

email: [privatelandlordregistrationunit@glasgow.gov.uk](mailto:privatelandlordregistrationunit@glasgow.gov.uk)

Please note that an application can only be accepted as 'valid' once the details contained in this form are fully and accurately submitted and the appropriate fees are paid.

It is an offence to let property where registration is required, without having submitted a valid application.