



APPLICATION FOR LANDLORD REGISTRATION

You can use this form to apply for a new registration or renew an existing registration as a landlord or a non-commercial agent with Perth & Kinross Council.

You can also apply online at www.landlordregistrationscotland.gov.uk. You can use the online application system to register in several local authorities in one application, and this will reduce the total fee that you will have to pay (see the accompanying notes for details on fees on the next page). Please read the accompanying guidance notes carefully before submitting your application. These notes will also tell you how to make payment.

For more information or advice please contact the Private Landlord Registration team at Perth & Kinross Council by telephone on 01738 475102 (Mon-Fri, 9am to 1pm) or by email at landlordregistration@pkc.gov.uk.

Your application form must be submitted to the Licensing Department by post or email or by using the online portal.

ONLINE: www.landlordregistrationscotland.gov.uk.

BY POST: Perth & Kinross Council
Private Landlord Registration
Licensing Department,
2 High Street,
Perth,
PH1 5PH

BY EMAIL: landlordregistration@pkc.gov.uk

Important Notice

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.

FEES

Landlord Registration: £85

Where a landlord lets property in more than one local authority area and uses the online application process this fee is discounted to £42.50

Property Fee: £20 per let property

This charge applies to each property you let out. For example, the fee to register a landlord is £85 and you wish to register two properties at £20 each. The amount due will be £125.00.

Late Application: £170 additional fee

Notes:

- The lead owner will pay the appropriate registration and property fees.
- Applications from the other joint owners are typically free of charge.
- Registered Scottish Charities attract 100% discount.
- Houses in Multiple Occupation (HMO) will typically attract a 100% discount on the principal and property fee, but only for the property that is covered by the HMO licence (additional non-HMO properties will be charged).

HOW TO PAY

For an application to be deemed complete it also must include full payment of the appropriate fee(s).

BACS Transfer

If paying by BACS, please note this on your application form along with the date the payment was made and the amount sent. Please use the following details:

Sort Code: 83 – 47 – 00

Account No: 11571138

Reference: PLR - [Your name]

Bank: The Royal Bank of Scotland

Account name: Perth and Kinross Council Main Account

Cheque or Postal Order

For payment made by cheque or postal order, please:

- Make cheques payable to Perth & Kinross Council
- Write your name and landlord registration number if you have one, on the back of any cheque payments
- Return the cheque or Postal Order with your completed application form to the address above

Question 1 - about your application

Are you renewing an existing registration?

Yes

No

If yes, please provide your registration number

Email address

Contact Telephone Number

Which of the following describes you?

I am applying as an individual. (go to question 2a)

I am applying on behalf of an organisation. (go to question 2b)

Question 2a - only complete if an individual

Personal details

First name (s)

Last name

Other names by which you may be known

Date of Birth for example 03 09 1980

Day

Month

Year

Question 2b - only complete if an organisation

Organisation details

Organisation name

Your full name and position in organisation

Company registration number (if applicable)

Scottish Charity number (if applicable)

Question 3 - your address history

Please provide your home address history for the **last 5 years** with no gaps or overlaps, starting with the most recent. Please confirm that dates you resided at these properties. If the applicant is an organisation, please provide the business address for the organisation.

Address (history for last 5 years)	Postcode	Date from	Date to

Prescribed Information – Landlord obligations

The following questions will ask you to confirm that you understand, and currently meet where applicable, the obligations involved in letting residential property in Scotland.

These obligations are not new, they already exist, but the Prescribed Information change introduced in September 2019 asks landlords to confirm their compliance on each individual element.

Question 4 – the Tolerable and Repairing standards

As a landlord, please confirm you understood and meet your obligations with regard to the Tolerable and Repairing standard for any properties you let:

Yes No

Question 5 – Gas Safe certification

Do you have a current gas safety certificates for all your rental properties that use gas?

Yes No Not Applicable

Question 6 – Electrical safety

Do you have a current Electrical Installation Condition Report (EICR) or a current Electrical Installation Certificate (EIC) for all your rental properties that use electricity?

Yes No

Question 7 – Electrical appliance testing

Where you have supplied electrical appliances have current portable appliance tests (PAT) been conducted in all of your properties?

Yes No Not Applicable

Question 8 - Fire, smoke and heat detection

Does every property you rent out meet current statutory guidance for provision of fire, smoke and heat detection?

Yes No

Question 9 – Carbon monoxide detection

Does every property you rent out meet statutory guidance for carbon monoxide alarms?

Yes No Not Applicable

Question 10 – Water supply

Does Scottish Water supply your rental properties?

Yes No

Question 10a – Private Water Supply (continued)

Does the private water supply (i.e. not provided by Scottish Water) in all your rental properties meet the required regulations?

Yes No Not Applicable

Question 11 – Energy performance

Do your let properties have a valid Energy Performance Certificate (EPC)?

Yes No Not Applicable

Question 12 – Legionella risk assessment

Has a Legionella risk assessment been carried out on every rental property and have safety concerns addressed?

Yes No

Question 13 – Rental property insurance

If you rent out a property that is a flat or in tenement, do you have the appropriate buildings insurance?

Yes No Not Applicable

Question 14 – Common repair obligations

Are you aware of your responsibilities and obligations around your let properties in relation to Common Repairs?

Yes No Not Applicable

Question 15 – Tenancy deposits

If you plan to take or have taken a deposit, are you aware of and have you met your tenancy deposit obligations?

Yes No Not Applicable

Question 16 – convictions and judgements

This information will be used by the local authority to assess your application.

Do you have any relevant unspent criminal convictions and convictions considered spent under the Rehabilitation of Offenders Act 1974 unless they are “protected” convictions relating to:

- Fraud/dishonesty
- Violence
- Drugs
- Discrimination
- Firearms
- Sexual offences within the meaning of section 210a of the Criminal Procedure (Sc) Act 1995
- Housing law

Do you have any court judgements or tribunal decisions against you relating to:

- housing law
- landlord and tenant law
- discrimination legislation, for example: Equality Act 2010
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003

Yes (please provide details below, if required use a separate sheet)

No

Date of sentence or tribunal judgement	The court or tribunal where your case was heard	Description	Sentence or decision

Question 17 – Antisocial Behaviour Orders (ASBOs)

Have you or your tenants ever been served with an ASBO

Yes (provide details below)

No

Date	Court	Local authority	Was it you, your tenant or their visitor who was served with the order?

Question 18 – Antisocial Behaviour Notices (ASBNs)

Have you or your tenants ever been served with an ASBN

Yes (provide details below)

No

Date	Local authority and property address

Question 19 – licences, registration and accreditations

Part a – do you hold any licences, registrations or accreditations relating to housing?

Yes (provide details below)

No

Awarding body	Description or number

Part b – Have you ever had a registration, licence or accreditation related to letting a house in the UK refused or revoked?

Yes (provide details below)

No

Date refused or revoked	Refused or revoked by (organisation name)

Question 20 – about your rental properties

Please use this section to enter details of your rental property. If you have more than one rental property, please use the additional properties sheet.

Address and postcode of rental property
Is this property jointly owned? (see notes for important information regarding joint owners) <input type="checkbox"/> Yes – please provide details below No <input type="checkbox"/>
Name and address of joint owner:
Joint owners email address:
Joint owner registration number:
Is this property a house in multiple occupation (HMO)? (see notes for important information regarding HMOs) <input type="checkbox"/> Yes – please provide details below No <input type="checkbox"/>
HMO Licence number: HMO Licence expiry date:
Does this property have a Repairing Standards Enforcement Order (RSEO)? <input type="checkbox"/> Yes – please provide details below No <input type="checkbox"/>
RSEO reference number:
Does an agent manage this property on your behalf? <input type="checkbox"/> Yes – please provide details below No <input type="checkbox"/>
Scottish Letting Agent Registration Number: Name and Address of agent:

Landlord Registration – additional rental properties

Please use this form to provide details of your additional properties. If you have more than two additional properties, please use further copies of this form to detail these.

Address and postcode of rental property

Is this property jointly owned? (see notes for important information regarding joint owners)

Yes – please provide details below **No**

Name and address of joint owner:

Joint owners email address:

Joint owner registration number:

Is this property a house in multiple occupation (HMO)?

(see notes for important information regarding HMOs)

Yes – please provide details below **No**

HMO Licence number:

HMO Licence expiry date:

Does this property have a Repairing Standards Enforcement Order (RSEO)?

Yes – please provide details below **No**

RSEO reference number:

Does an agent manage this property on your behalf?

Yes – please provide details below **No**

Scottish Letting Agent Registration Number:

Name and Address of agent:

Landlord Registration – additional rental properties

Please use this form to provide details of your additional properties. If you have more than two additional properties, please use further copies of this form to detail these.

Address and postcode of rental property

Is this property jointly owned? (see notes for important information regarding joint owners)

Yes – please provide details below **No**

Name and address of joint owner:

Joint owners email address:

Joint owner registration number:

Is this property a house in multiple occupation (HMO)?

(see notes for important information regarding HMOs)

Yes – please provide details below **No**

HMO Licence number:

HMO Licence expiry date:

Does this property have a Repairing Standards Enforcement Order (RSEO)?

Yes – please provide details below **No**

RSEO reference number:

Does an agent manage this property on your behalf?

Yes – please provide details below **No**

Scottish Letting Agent Registration Number:

Name and Address of agent:

Question 21 – the public register

Please choose the address you wish to show on the public register?

This will be the address made available on <https://landlordregistrationscotland.gov.uk/>

- Your contact address
- Your agent's address
- A different address (please provide details below)

- I declare that I comply with all legal requirements relating to my letting of houses. Full information on requirements for landlords can be found at <https://www.mygov.scot/renting-your-property-out/>. 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.

Signed

Date

Print name

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council to process your application and thereafter to keep you informed of any updates with regard to your application or licence.

Your information may be shared with Police Scotland to determine if you are a fit and proper person to hold a licence.

The Council may also check information provided by you, or information about you provided by a third party, with other information held by us, including Council Tax records. We may also get information from certain third parties or share your information with them to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

You should be aware that the names of individuals who hold this licence appear on a register which is available for public inspection

For further information, please look at our website www.pkc.gov.uk/dataprotection; email dataprotection@pkc.gov.uk or phone 01738 477933.