

LANDLORD REGISTRATION

RENEWING YOUR REGISTRATION

IF YOUR REGISTRATION IS DUE FOR RENEWAL THE NOTE
“CONFIRM YOUR DETAILS BEFORE RENEWING”
SHOULD BE DISPLAYED IN RED ON YOUR REGISTRATION

1. Go to www.landlordregistrationscotland.gov.uk and log into your registration
2. Confirm personal details are correct and amend if necessary
3. Check all your let properties are included and that their details are correct and amend if necessary
4. Submit application
5. Pay registration fees due
6. Return to main screen

SEE SAMPLE SCREENS ON FOLLOWING PAGES

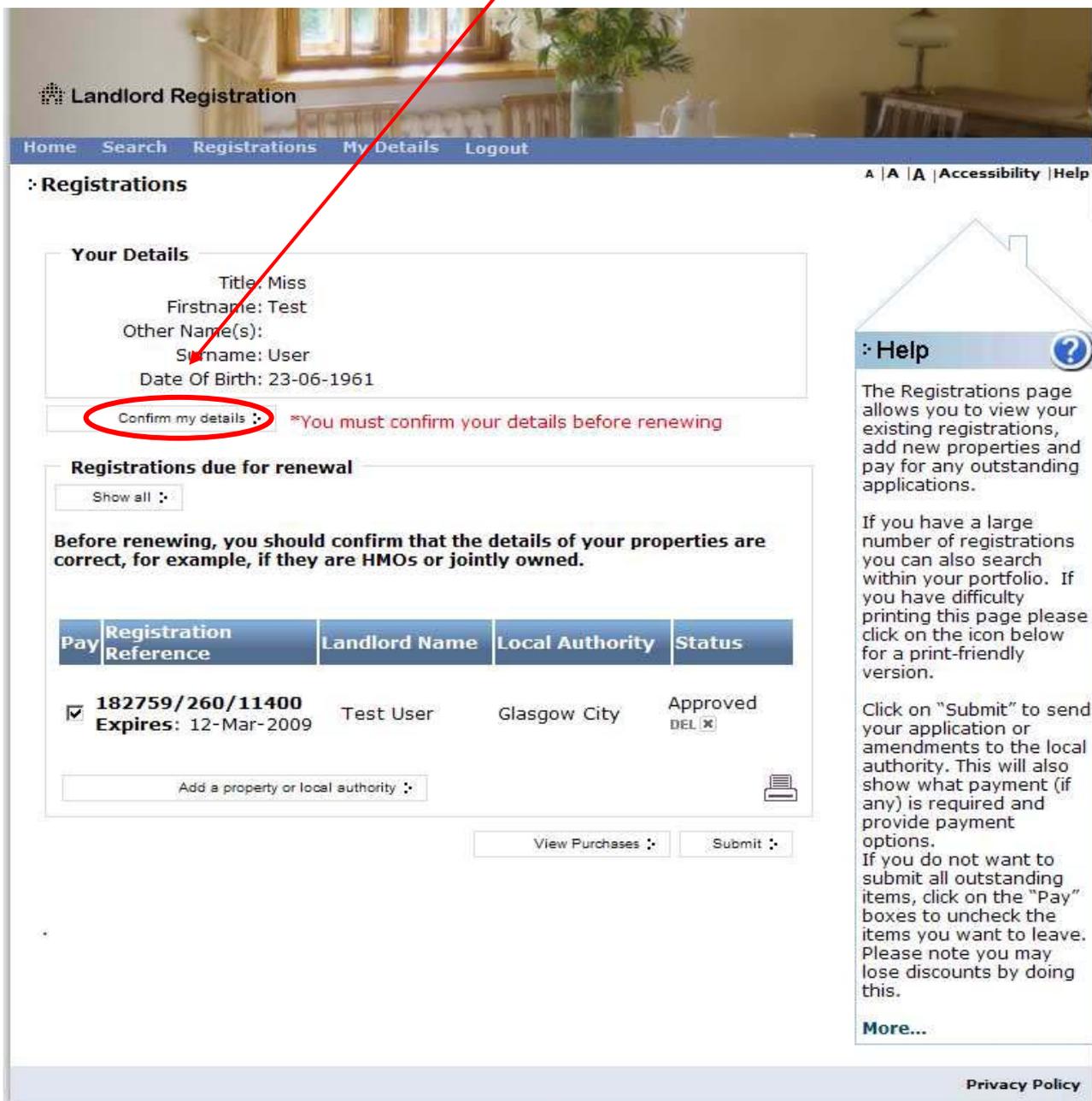
Please also refer to [Frequently Asked Questions on Renewals](#)

NOTE : IF YOU DO NOT RENEW BEFORE YOUR EXPIRY DATE AN ADDITIONAL LATE APPLICATION FEE OF £110 CAN BE APPLIED

REGISTRATION PAGE (HOME PAGE)

SELECT

“CONFIRM MY DETAILS”



Landlord Registration

Home Search Registrations My Details Logout

Accessibility Help

Registrations

Your Details

Title: Miss
Firstname: Test
Other Name(s):
Surname: User
Date Of Birth: 23-06-1961

Confirm my details *You must confirm your details before renewing

Registrations due for renewal

Show all

Before renewing, you should confirm that the details of your properties are correct, for example, if they are HMOs or jointly owned.

Pay	Registration Reference	Landlord Name	Local Authority	Status
<input checked="" type="checkbox"/>	182759/260/11400 Expires: 12-Mar-2009	Test User	Glasgow City	Approved DEL X

Add a property or local authority

View Purchases Submit

Privacy Policy

Help

The Registrations page allows you to view your existing registrations, add new properties and pay for any outstanding applications.

If you have a large number of registrations you can also search within your portfolio. If you have difficulty printing this page please click on the icon below for a print-friendly version.

Click on "Submit" to send your application or amendments to the local authority. This will also show what payment (if any) is required and provide payment options.

If you do not want to submit all outstanding items, click on the "Pay" boxes to uncheck the items you want to leave. Please note you may lose discounts by doing this.

More...

CHECK YOUR PERSONAL DETAILS

Landlord Registration

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Accessibility Help

Your Details

Security Questions Page

Your Details Other Names Address Details Convictions HMO licences Refusals Accreditations

Your details are locked. To make changes please click on "Amend".

Your Details

Title: Miss
First name: Test
Surname: User
Date Of Birth: 10/12/1976

Continue Amend

Help

Please enter your name and date of birth.

Privacy Policy

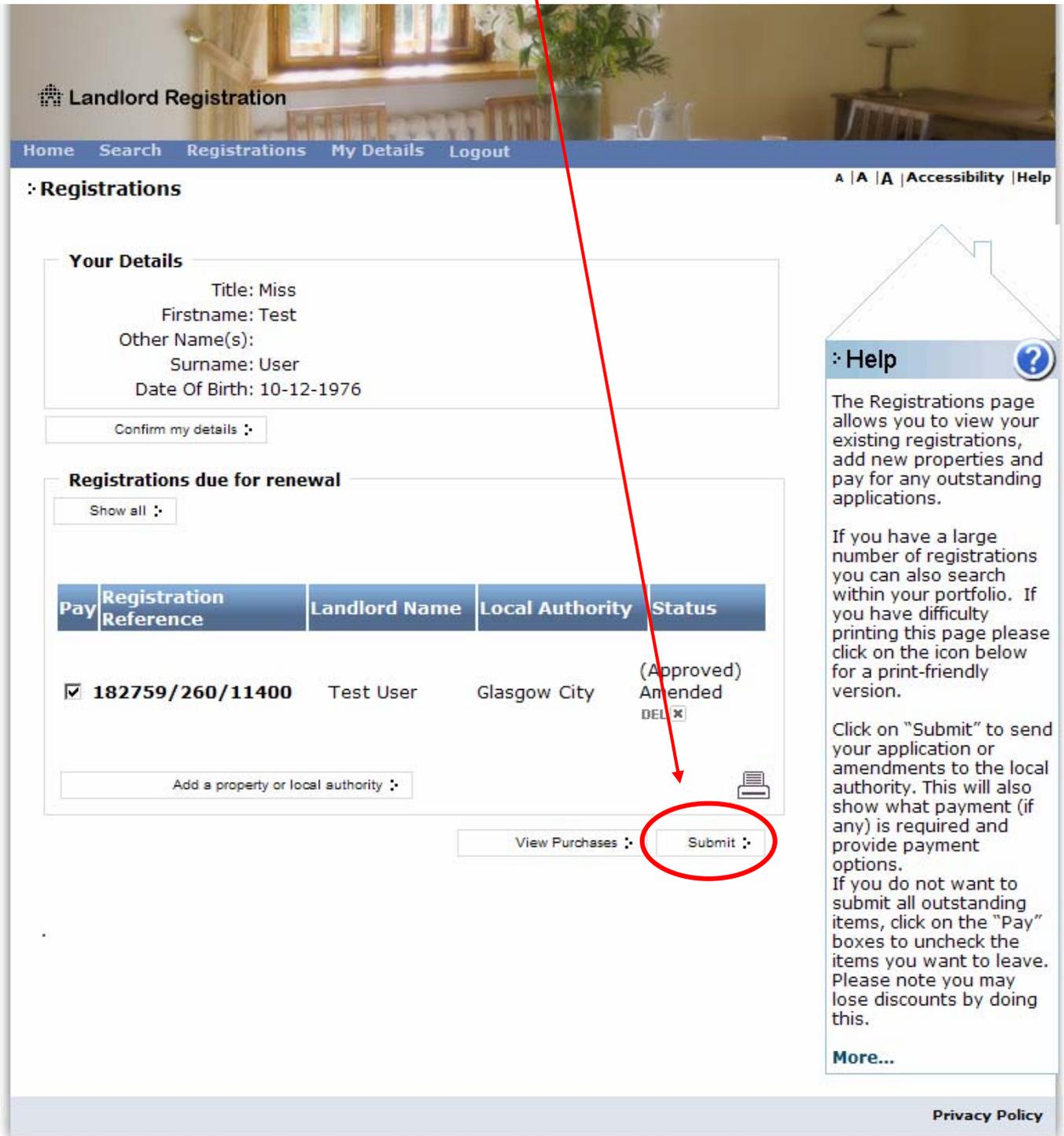
- Go through all your personal details
- Check these are correct
- If you need to make any changes, unlock your details and update as required
- Continue through each screen making any other changes as required until you return to the home page
- The “confirm your details before renewing” message should no longer be visible

CHECK THE DETAILS OF EACH LET PROPERTY BY CLICKING ON EACH PROPERTY ADDRESS ON YOUR REGISTRATION

The screenshot shows the 'Landlord Registration' website interface. At the top, there is a navigation menu with 'Home', 'Search', 'Registrations', 'My Details', and 'Logout'. Below the menu, the page title is ':Property Address'. A progress bar with four steps is shown: 'Property Address' (selected), 'Agent', 'Joint Ownership', and 'Contact Address'. A red box highlights this progress bar. Below the progress bar, a message states 'Your details are locked' with a padlock icon and a red oval around the text 'To make changes please click on "Amend"'. A red arrow points from the 'Amend' button to the text in the oval. Below the message, there is a section for entering property details with the text 'Enter the house name / number and the postcode, or the house name / number, street and town.' and a link to contact the local authority. A sample address is provided: 'City of Edinburgh Council, Chesser House, 500 Gorgie Road, EDINBURGH, EH11 3YJ'. To the right, there is a 'Help' section with a question mark icon and text: 'Enter the address of the property you wish to register, and show if it is an HMO or an accredited property.' Below the help section are links for 'More...' and 'Addresses...'. At the bottom of the page, there are three buttons: 'Cancel', 'Continue', and 'Amend'.

- Go through your let property details
- Check these are correct
- If you need to make any changes, unlock your details and update as required
- Continue through each screen making any other changes as required until you have checked all your let properties and returned to the home page

SUBMIT YOUR APPLICATION



Landlord Registration

Home Search Registrations My Details Logout

Accessibility Help

Registrations

Your Details

Title: Miss
Firstname: Test
Other Name(s):
Surname: User
Date Of Birth: 10-12-1976

Confirm my details

Registrations due for renewal

Show all

Pay	Registration Reference	Landlord Name	Local Authority	Status
<input checked="" type="checkbox"/>	182759/260/11400	Test User	Glasgow City	(Approved) Amended DEL ✕

Add a property or local authority

View Purchases

Submit

Help

The Registrations page allows you to view your existing registrations, add new properties and pay for any outstanding applications.

If you have a large number of registrations you can also search within your portfolio. If you have difficulty printing this page please click on the icon below for a print-friendly version.

Click on "Submit" to send your application or amendments to the local authority. This will also show what payment (if any) is required and provide payment options.

If you do not want to submit all outstanding items, click on the "Pay" boxes to uncheck the items you want to leave. Please note you may lose discounts by doing this.

[More...](#)

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TO COMPLETE APPLICATION – SELECT SUBMIT

Landlord Registration

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Complete

The following registrations are now ready to be submitted.

Name	Local Authority	Registration Number
Test User	Glasgow City	182759/260/11400

Thank you. You have completed the information required for this property/ local authority and it has been saved.

You can now add another property or local authority, or click the "View portfolio" button to return to the registrations page and view your portfolio.

If you have entered all your properties or local authorities, click on "Submit" to send your application or amendments to the local authority. This will also show what payment (if any) is required and provide payment options. Please note, if you do not submit all your properties or local authorities at once, you may lose some discounts.

Privacy Policy

TICK DECLARATION AND SELECT CONTINUE

Landlord Registration

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Declarations

Please check in the box to confirm the following declaration:

I declare that the information entered is correct to the best of my knowledge.

Help

It is a criminal offence to give false information in an application for registration.

More...

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PAY REGISTRATION FEES

Landlord Registration

Home Search Registrations My Details Logout

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Payment

Details of Payment

This page shows what you will be charged. Your application is not valid until it has been paid.
If you cancel now and return to pay later, your fees and discounts will be recalculated at that time and some elements may change.
For example, if a jointly-owned property is paid for by someone else, it will disappear from your bill.

Description	Amount
182759/260/11400 (Test User's Local Authority Registration for Glasgow City)	£
182759/260/11400 (Online Registration Discount)	-
Total Local Authority Registrations: 1	£
Total Properties: 0	

Please select payment mode:

Pay Online by Debit Card

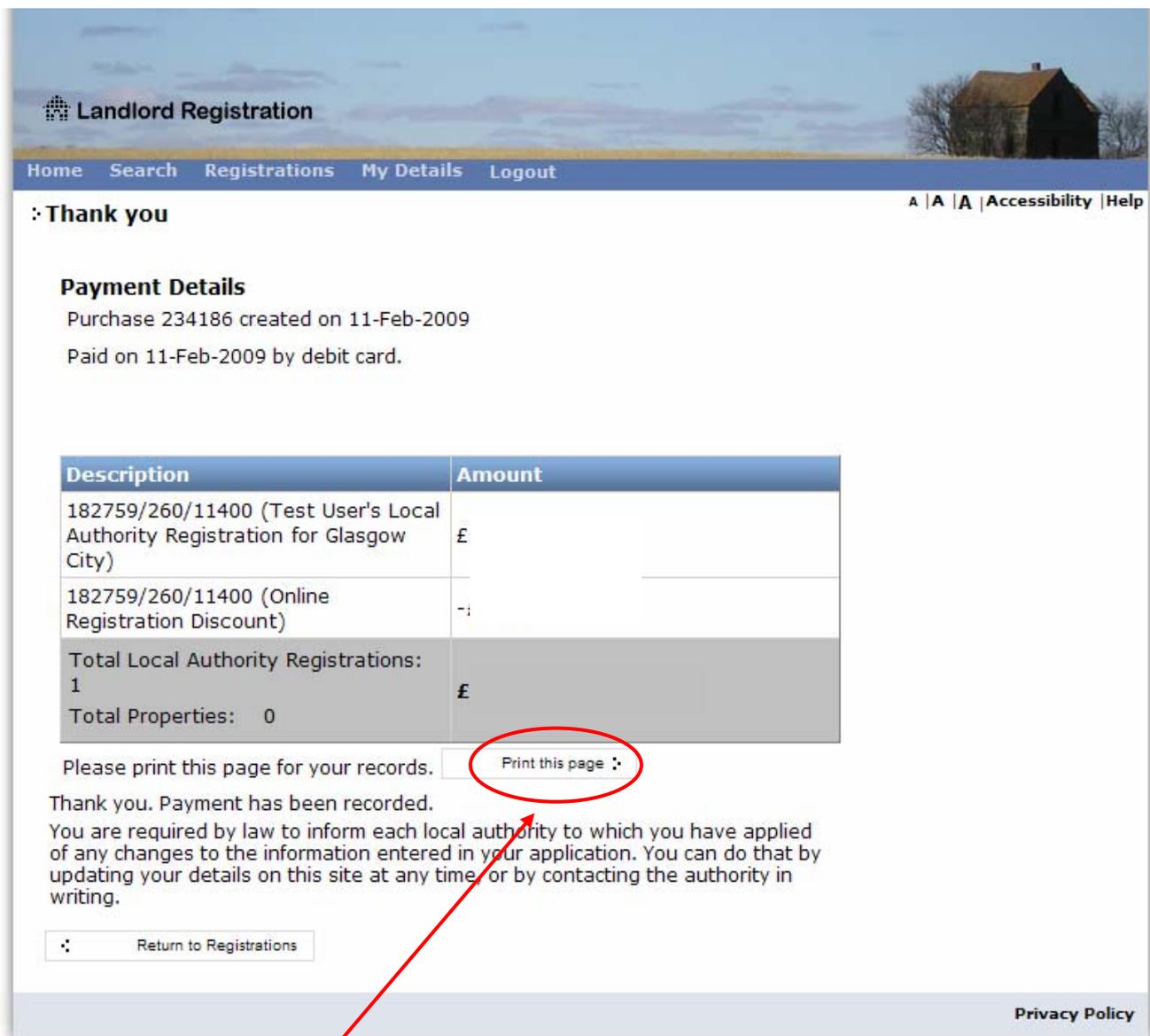
MasterCard MasterCard Maestro SOLO VISA VISA

payments powered by WorldPay

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- **Select next – this will take you to the Worldpay online payment system**
- **Make payment online using debit or credit card**
(Please note that Visa Electron is not currently accepted)

RENEWAL COMPLETE



Landlord Registration

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Accessibility Help

Thank you

Payment Details
Purchase 234186 created on 11-Feb-2009
Paid on 11-Feb-2009 by debit card.

Description	Amount
182759/260/11400 (Test User's Local Authority Registration for Glasgow City)	£
182759/260/11400 (Online Registration Discount)	-
Total Local Authority Registrations: 1	£
Total Properties: 0	

Please print this page for your records. [Print this page](#)

Thank you. Payment has been recorded.
You are required by law to inform each local authority to which you have applied of any changes to the information entered in your application. You can do that by updating your details on this site at any time or by contacting the authority in writing.

[Return to Registrations](#)

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- **Please print this page as proof of payment**
- **You should also receive an e-mail confirmation from Worldpay that payment has been received**
- **You have now completed the renewals process. Your renewal will be checked by a member of the landlord registration team. When your renewal has been approved you will receive a letter advising you of this. This will be sent after the expiry date and will confirm the date that your next renewal is due.**