

Landlord Registration - Renewals

Frequently Asked Questions

1. Why do I have to renew my registration?

This is a legal requirement. The legislation governing landlord registration is the Antisocial Behaviour etc (Scotland) Act 2004 (part 8). This requires all landlords to be registered with their local authority. Section 84(6) specifies that registration will expire after three years, beginning with the day on which the entry is made (the date of approval). Landlords who are still letting when their registration expires are legally required to make an application for renewal.

Any register needs to be updated periodically to make sure it is still accurate. It is the landlord's legal responsibility to keep their details on the public register up to date. Regular renewals make sure the local authority has an up-to-date picture of the private rented sector in its area.

2. How will I know when my registration requires to be renewed?

A landlord's registration lasts for three years from the date of approval. If you are still letting at that time, then you should apply to renew your registration before the expiry date is reached.

Your approval letter notifying you that you have been entered on to the public register will indicate when the three year registration expires. You should use some personal method that suits you to remind yourself when this will expire. However, all landlords will receive written notification before their expiry date that their registrations require to be renewed. Letters will be issued to the correspondence address held on the landlord registration database; if landlords have provided an email address they may also receive an email.

To ensure you receive your notification it is essential that you keep your contact details ***up-to-date on the register.***

3. How do I renew my registration?

a) Renewing on-line

Landlords can apply to renew their registration online at www.landlordregistrationscotland.gov.uk no sooner than 3 months before their current registration expires.

If you want to renew your registration on-line, we recommend that you download and take a hard print of our help document for reference while you renew your registration. See **Landlord Registration - renewing your registration online.**

b) Renewing by paper application

If you choose not to renew on-line please contact us. We will send you a renewal form with a summary of your current details and some guidance notes. You will need to check the summary, amend if necessary, and sign and return the form with the renewal fee. If you need advice about the fee or anything else please contact us.

4. Do I need to re-enter all my details?

No, to renew you are required to **check** that all the details currently held about you and your let properties are correct and, if necessary, update these.

5. Is there a fee for renewing?

Landlords renewing their registrations are required to pay a £55.00 registration fee and £11.00 for each let property which is listed on their registration at the time of renewal. There are a number of discounts available and you may be entitled to a discount if you fall into any of the following categories – HMO landlord, Joint Owner, Charitable Organisation, Landlord with registrations in more than one local authority. See **Landlord Registration Fees** for full details of discounts available.

Payment must be made at the time of application.

6. Why do I have to pay to renew?

The fees paid to local authorities are determined nationally by the Scottish Government and used by the Council to administer the landlord registration scheme. *Note: there has been no increase in fees since registration was launched. Indeed more applicants now qualify for a discount.*

7. I am an HMO landlord and have an HMO licence with the Dundee City Council, do I still have to renew?

Yes. From 30 April 2006 all private landlords have been required to be registered with their local authority in accordance with Part 8 of the Antisocial Behaviour etc (Scotland) Act 2004.

If you held an HMO Licence at that time, or have had a licence granted since that date, you may not have done anything to apply for landlord registration. This is because both you, and your HMO properties, may have been entered onto the register by us on your behalf. This would also happen if you were an agent of HMO property. ***It is however your responsibility*** to both keep your records up to date, see above, and ensure that your landlord registration is renewed when it falls due. As before you will have no fee to pay but ***you must check your entry on the register and make any necessary adjustments.***

8. I received my notification to renew but my joint owner did not receive anything, do they also need to renew?

In a number of cases joint owners of let properties were not approved at the same time. Also, in some cases we were not notified that there was a joint owner until some time after the lead owner had applied. In these cases the renewal date may be different. Both lead and joint owners must renew their registration prior to their own expiry date.

9. What happens if I do not renew on time?

If a registration expires and is not renewed then the landlord will be considered to be no longer registered. ***If the landlord continues to let they will be doing so illegally.*** It is a criminal offence for a landlord to let property without being registered or not having submitted a valid application for registration or renewal.

If you are a landlord, failure to renew your application on time can result in additional penalty fees being incurred (i.e. £110 late application fee) and may also result in legal action being taken against you.

10. I am no longer a landlord – what do I need to do?

If you are no longer letting property or no longer acting as an agent then you can delete your own registration online. To do this you should access your current registration, delete the properties which are no longer let and then delete your registration.

Alternatively, you can inform us ***by email or letter*** that you are no longer a landlord or agent so that your details can be removed from the register of landlords. This will ensure that we do not take enforcement action against you for failure to renew your registration. ***We cannot assume that you are no longer a landlord or agent simply because we have not heard from you.***

If there was a joint owner in respect of any of the let properties and they are also no longer a landlord, please ask them to delete their registrations or to contact us confirming this in writing so that we can arrange for their entries to be updated or deleted as appropriate.

11. I do not let property “x” anymore, but I have other properties registered

You can delete the property from your registration before submitting the application for renewal. (If you have difficulty with this, you can contact us in writing by email or letter and we will delete this for you. You will then be required to re-access your registration to complete the renewal).

12. A property address is incorrect

The online system uses official Royal Mail flat numbering. However, this is frequently different to the Dundee local numbering system. If the address appears in a different format to the way you know it (e.g. your flat number is 10(1F1) but the only options are 10/1, 10/2 etc) you need to work out the appropriate Royal Mail flat number. To do this count the number of flats on each level from bottom to top, and in the order you come to them as you walk up the stairs i.e. working from left to right. (So, where there is BF1, BF2, GF1, GF2, 1F1, 1F2, etc, the correct address for 1F1 would be flat 5, ie 10/5).

If you think your address is incorrect, please complete the renewal as it is, and then inform us in writing by e-mail or letter and we will check this and change it on your behalf.

13. I have additional property to register

You are legally required to register each let property as soon as it is advertised for let. To add a property to a registration which is due for renewal, it is advisable to renew the

registration **before** adding the property; otherwise the property will be charged for twice (i.e., before and after the renewal of the registration).

14. What if it is a property I have forgotten to register?

The property should have been added at the time it was let out. If we were aware that you were letting the property and had failed to register it, you will already have received reminders from us; by failing to register it you have committed an offence and may be subject to legal action, such as a Late Application Penalty Fee of £110, a rent penalty notice and a report to the Procurator Fiscal.

15. I am an HMO landlord, why am I being charged a fee?

HMO licence holders receive a 100% discount of the main registration fee of £55 for holding an HMO licence for the local authority area in which the let property is situated. They also receive a 100% discount on any property which has an HMO licence recorded for it. A registration fee of £11 is payable in respect of any let property which does not require an HMO licence. To receive the discount you should ensure that you record in the HMO section of your personal details that you hold a current HMO licence with Dundee City Council and that the current HMO licence number is entered in the let property details for each HMO property.

17. I have applied for a new HMO or renewal of my current HMO licence but this has not yet been granted. Should I renew now?

Yes you should renew now. You should ensure that the HMO field on your personal details is completed and also that the HMO application number is added to the let property details.

18. Who do I contact to discuss my registration?

Contact: Landlord Registration Team
Private Sector Services Unit
Dundee City Council
Dundee House
50 North Lindsay Street
DUNDEE DD1 1NB

Phone: (01382) 436848/436849

Fax: (01382) 434279

E-mail: landlord.registration@dundeecity.gov.uk