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| **App. No. DUN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_** |  | **180** |  |

Landlord Registration

Antisocial Behaviour etc (Scotland) Act 2004



APPLICATION FORM

|  |
| --- |
| **You can apply for Landlord Registration online at:**[**www.landlordregistrationscotland.gov.uk**](http://www.landlordregistrationscotland.gov.uk)**OR**The fee for registration is **£65** and **£15** for each property registered (i.e. a landlord registering with one property, will be charged £80).Return this form with full payment (cheques payable to Dundee City Council) to the address below.**You must register with each local authority where you let property. If you own properties in more than one area, applying online will allow you to register all your properties at the same time and reduce your total fee.***Please refer to our Guidance Notes for assistance completing this form.* |

|  |  |
| --- | --- |
| Private Sector Services UnitLandlord Registration TeamDundee City Council5 City SquareDUNDEEDD1 3BATelephone: (01382) 436849 |  |
| Email: landlord.registration@dundeecity.gov.uk |

We recommend that you use Recorded Delivery or Special Delivery to ensure safe delivery to/receipt by Dundee City Council

|  |
| --- |
| Please read the following statements and tick the appropriate box(es): |
| * I am a LANDLORD registering for the first time
 | [ ]  |
| * I am an AGENT registering for the first time
 | [ ]  |
| * I am RENEWING my existing registration
 | [ ]  |
| My Registration Number is  |       / 180 /        |

Section 1 – About You

The person named in this section will be the lead owner for registration purposes

*(refer to* ***Item 2*** *of Guidance Notes for further information)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you applying for registration as an: | Individual (complete **Part A**) | [ ]  | OR | Organisation (complete **Part B**) | [ ]  |

**Part A – Individual Applicant**

|  |
| --- |
| **You will need to have the following information to help you complete Part A:*** Your full name, any other names you have or have had (maiden or previous names); and
* Your date of birth.
 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | First Name | Middle Name(s) | Surname | Date of Birth (dd/mm/yyyy) |
|       |       |       |       |       |
| Any other names by which you are, or have been, known (eg maiden name) |
|       |

**Part B – Organisation or Company**

|  |
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| **You will need to have the following information to help you complete Part B:*** Name of organisation and contact person.
* Company Registration Number or Charity Number.
 |
| Organisation Name |       |
| Company Registration Number (if applicable) |       |
| Name of Contact Person |       |
| Position in Company |       |
| Charity Number (if applicable) |       |

**Part C – All Applicants**

|  |
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| **You will need to have the following information to help you complete Part C:*** Current home/trading address, e‑mail address and telephone number(s).
* Previous home/trading address(es) for past 5 years.
* Details of any convictions (spent or unspent), and court or tribunal judgements issued against you under housing law, landlord and tenant law, or discrimination legislation.
* Details of any previous or current Repairing Standard Enforcement Orders issued by the Private Rented Housing Panel.
* Details of any Antisocial Behaviour Order or Interim Antisocial Behaviour Orders served on you, or a tenant residing at any of your properties.
* Details of any Houses in Multiple Occupation (HMO) Licences and voluntary accreditations you hold in Scotland (if applicable).
 |

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| --- |
| Please provide us with your e‑mail address and telephone number as we will use this to contact you in most circumstances **(these details will not be available on the public search)**. |
| E-mail Address |       |
| Telephone Number(s) | Home |       | Mobile |       |

|  |
| --- |
| **INDIVIDUALS** please provide your current home address, including postcode.**ORGANISATIONS** please provide the current business address, including postcode. |
| Address(including flat position if applicable) | Town | Postcode | When did you move to this address? |
| Month | Year |
|       |       |       |       |       |

|  |
| --- |
| Please list all other address(es) where you have lived/traded from **within the last 5 years**. |
| Address(including flat position if applicable) | Town | Postcode | When did you move to this address? |
| Month | Year |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

Convictions

|  |
| --- |
| 1.   Do you have any relevant spent or unspent criminal convictions for offences involving: *(refer to* ***Item 10*** *of Guidance Notes for further information)* ***Answer All Questions*** |
| Fraud/dishonesty | Yes | [ ]  |  | No | [ ]  |
| Violence | Yes | [ ]  |  | No | [ ]  |
| Drugs | Yes | [ ]  |  | No | [ ]  |
| Discrimination | Yes | [ ]  |  | No | [ ]  |
| Housing Law | Yes | [ ]  |  | No | [ ]  |
| Firearms | Yes | [ ]  |  | No | [ ]  |
| Sexual Offences | Yes | [ ]  |  | No | [ ]  |

|  |
| --- |
| 2.   Have you had any court or tribunal judgements under: ***Answer All Questions*** |
| Housing Law | Yes | [ ]  |  | No | [ ]  |
| Landlord and Tenant Law | Yes | [ ]  |  | No | [ ]  |
| Discrimination | Yes | [ ]  |  | No | [ ]  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3.   Do you have any previous or current Repairing Standard Enforcement Orders issued by the Private Rented Housing Panel? | Yes | [ ]  |  | No | [ ]  |

|  |
| --- |
| If you answered YES to questions (1, 2 or 3) above, please provide details in this table: |
| Date of Sentence or Tribunal Decision | Court or Tribunal where your case was heard | Description | Sentence or Decision |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

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| --- | --- | --- | --- | --- | --- |
| 1. Have you, or a tenant residing at any of your properties, ever been served with an Antisocial Behaviour Order or an Interim Antisocial Behaviour Order (revoked or lapsed)?
 | Yes | [ ]  |  | No | [ ]  |

|  |
| --- |
| If YES, please provide details below *(refer to* ***Item 10.7*** *of Guidance Notes)* |
| DateDay/Month/Year | Court or Tribunal where your case was heard | Local Authority | Who was served with the Order? |
|       |       |       |       |
|       |       |       |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Have you, or any of your properties, ever been subject to an Antisocial Behaviour Notice?
 | Yes | [ ]  |  | No | [ ]  |
| If YES, please provide details below *(refer to Item* ***10.8*** *of Guidance Notes)* |
| DateDay/Month/Year | Local Authority |
|       |       |
|       |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Do you hold any Licences, Registrations or Voluntary Accreditations?(Do not include HMO Licences, we will ask for those separately)
 | Yes | [ ]  |  | No | [ ]  |
| If YES, please provide details below *(refer to Item* ***9.1 and 9.3*** *of Guidance Notes)* |
| Awarding Body | Description or Number (Optional) |
|       |       |
|       |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Have you ever had a registration, HMO Licence or Accreditation, related to letting a house in the UK?
 | Yes | [ ]  |  | No | [ ]  |
| If YES, please give details below: |
| DateDay/Month/Year | Refused or Revoked by (Organisation Name) |
|       |       |
|       |       |

To register property(ies) in the Dundee City Council area,

please go to Section 2, otherwise please go to Section 4

Section 2 – Properties

|  |
| --- |
| You will need the following to complete this section:* Address of each property you own and let or intend to let (including flat location and postcode).
* Agent’s details (if applicable), including their registration number.
* Joint owner(s) details (if applicable), including registration number (**a joint owner is anyone named on the title deeds of the property**). Joint owners who are not already registered, must complete Section 3 and sign the declaration at Section 4.
* Contact address for each property (this will be the address shown on the public search).

***(You can refer to Guidance Notes for further information)****.* |
| 1. How many properties do you own in Dundee for rental purposes? |       |  |
| ***If more than 2 please photocopy page 7 as required.*** |  |  |
| Property Address (including flat location) | Postcode |
|       |       |
| Is this an HMO property?(refer to **Item 9.2** of Guidance Notes) | Yes [ ]    No [ ]  | Licence No (if applicable) |       |
| Is this an Accredited property? | Yes [ ]    No [ ]  | Ref No |       |
| Is this property jointly owned?(i.e. anyone else named on the Title Deeds) | Yes [ ]    No [ ]  |
| Is the Joint Owner already registered? | Yes [ ]    No [ ]  | Registration No*(if known)* |       / 180 /       |
| Joint Owner Name and Address |       |
|       |
| **Please provide details of additional joint owner(s) on a separate sheet** |
| Is this property managed by an agent? | Yes [ ]   No [ ]  |
| Is the Agent already registered? | Yes [ ]    No [ ]  | Registration No*(if known)* |       / 180 /       |
| Agent’s Name and Address | Letting Agent Registration Number | LARN        |
|                      |
| What is the contact address for this property?(This is the address which will show on the public search) |
| My home/business address | [ ]  | Agent’s address | [ ]  |
| Other address (details below and explanation for this choice) | [ ]  |
| Reason |       |

|  |  |
| --- | --- |
| Property Address (including flat location) | Postcode |
|       |       |
| Is this an HMO property?(refer to **Item 9.2** of Guidance Notes) | Yes [ ]    No [ ]  | Licence No (if applicable) |       |
| Is this an Accredited property? | Yes [ ]    No [ ]  | Ref No |       |
| Is this property jointly owned?(i.e. is anyone else named on the Title Deeds) | Yes [ ]    No [ ]  | Registration No(if known) |      / 180 /       |
| Joint Owner Name and Address |       |
|       |
| **Please provide details of additional joint owner(s) on a separate sheet** |
| Is this property managed by an agent? | Yes [ ]   No [ ]  | Registration No(if known) |      / 180 /       |
|  | Letting AgentRegistration Number | LARN       |
| Agent’s Name and Address |       |
| What is the contact address for this property?(This is the address which will show on the public search) |
| My home/business address | [ ]  | Agent’s address | [ ]  |
| Other address (details below and explanation for this choice) | [ ]  |
| Reason |       |

|  |
| --- |
| To register joint owner(s), please go to Section 3, otherwise if you have no joint owners, please continue to Section 4. |

Section 3 – Joint Owner(s) Details

|  |
| --- |
| A joint owner is anyone else named on the title deeds of the rental property.This Section is to be completed for all joint owners and their signature provided on page 13 (please photocopy this Section as required).To complete this Section you will require:* Their full name, any other names they have or have had (maiden or previous names) and date of birth.
* Their current home address.
* Their previous home address(es) for past 5 years.
* Details of any convictions (spent or unspent) and court or tribunal judgements issued against them under housing law, landlord and tenant law, or discrimination legislation.
* Details of any previous or current Repairing Standard Enforcement Orders issued to them by the Private Rented Housing Panel.
* Details of any Antisocial Behaviour Order or Interim Antisocial Behaviour Orders served on them, or a tenant residing at any of their properties.
* Details of any HMO Licences and voluntary accreditations they hold in Scotland (if applicable).
 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | First Name | Middle Name(s) | Surname | Date of Birth (dd/mm/yyyy) |
|       |       |       |       |       |
| Any other names by which the joint owner is, or has been, known (eg maiden name) |
|       |
| Please provide us with the joint owner’s e‑mail address and telephone number as we will use this to contact them in most circumstances **(these details will not be available on the public search).** |
| E‑mail Address |       |
| Telephone No(s) | Home |       | Mobile |       |
| **INDIVIDUALS** Please provide your current home address, including postcode:**ORGANISATIONS** Please provide the current business address, including postcode: |
| Address(including flat position if applicable) | Town | Postcode | When did you move to this address? |
| Month | Year |
|       |       |       |       |       |

|  |
| --- |
| Please list any other address(es) where the joint owner has lived/traded from **within the last 5 years**. |
| Address(including flat position if applicable) | Town | Postcode | When did you move to this address? |
| Month | Year |
|       |       |       |       |       |
|       |       |       |       |       |

Convictions

*(refer to* ***Item 10*** *of Guidance Notes for further information)*

|  |
| --- |
| 1. Do you have any relevant spent or unspent criminal convictions for offences involving: **Answer All Questions** |
| Fraud/dishonesty | Yes | [ ]  |  | No | [ ]  |
| Violence | Yes | [ ]  |  | No | [ ]  |
| Drugs | Yes | [ ]  |  | No | [ ]  |
| Discrimination | Yes | [ ]  |  | No | [ ]  |
| Housing Law | Yes | [ ]  |  | No | [ ]  |
| Firearms | Yes | [ ]  |  | No | [ ]  |
| Sexual Offences | Yes | [ ]  |  | No | [ ]  |

|  |
| --- |
| 2.    Have you had any court or tribunal judgements under: **Answer All Questions** |
| Housing Law | Yes | [ ]  |  | No | [ ]  |
| Landlord and Tenant Law | Yes | [ ]  |  | No | [ ]  |
| Discrimination | Yes | [ ]  |  | No | [ ]  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3.   Do you have any previous or current Repairing Standard Enforcement Orders issued by the Private Rented Housing Panel? | Yes | [ ]  |  | No | [ ]  |
|  |
| If you answered YES to questions (1, 2 or 3) above, please provide details in this table: |
| Date of Sentence or Tribunal DecisionDay/Month/Year | Court or Tribunal where your case was heard | Description | Sentence or Decision |
|       |       |       |  |
|       |       |       |  |
|       |       |       |  |
|       |       |       |  |
|       |       |       |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4. Has the joint owner, or a tenant residing at any of their properties, ever been served with an Antisocial Behaviour Order or an Interim Antisocial Behaviour Order (Revoked or Lapsed)? | Yes | [ ]  |  | No | [ ]  |
| If YES, please provide details below *(refer to* ***Item 10.7*** *of Guidance Notes)* |
| DateDay/Month/Year | Court or Tribunal where your case was heard | Local Authority | Who was served with the Order? |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5. Has the joint owner, or any of their properties, ever been subject to an Antisocial Behaviour Notice? | Yes | [ ]  |  | No | [ ]  |
| If YES, please provide details below *(refer to* ***Item******10.8*** *of Guidance Notes)* |
| DateDay/Month/Year | Local Authority |
|       |       |
|       |       |
|       |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 6. Does the joint owner hold any Licences in Scotland, Regulations or Voluntary Accreditations? (Do not include HMO Licences, we will ask for those separately) | Yes | [ ]  |  | No | [ ]  |
| If YES, please provide details below *(refer to* ***Item******9.1 and 9.3*** *of Guidance Notes)* |
| Awarding Body | Description or Number (Optional) |
|       |       |
|       |       |
|       |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 7. Has the joint owner ever had a registration, HMO Licence or Accreditation, related to letting a house in the UK? | Yes | [ ]  |  | No | [ ]  |
| If YES, please give details below: |
| Date Refused/RevokedDay/Month/Year | Refused or Revoked by (Organisation Name) |
|       |       |
|       |       |
|       |       |       |
| Please continue to Section 4 |

Section 4 – Declaration by Owner(s)

|  |
| --- |
| The Data Protection Act 1998Dundee City 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 your application for Landlord Registration in terms of the Antisocial Behaviour etc (Scotland) Act 2004. Your data may be disclosed to Police Scotland 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.Dundee City Council is the registered data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Legal Manager and Data Protection Officer, Ian Smail, on telephone (01382) 434206. A copy of the Council’s Data Protection Policy can be obtained by writing to the Legal Manager and Data Protection Officer, Support Services, Corporate Services Department, 21 City Square, Dundee, DD1 3BY. |

|  |
| --- |
| **Good Practice Information**Information on the law and good practice in letting is available from Dundee City Council or online at <http://www.dundeecity.gov.uk/housing/privatesector/> and <https://rentingscotland.org>If in doubt about any legal requirements, you should consult a solicitor or professional letting agent. |

Important

**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**.

A local authority may use information it holds about you to determine whether you are a fit and proper person to act as a landlord, or to act for a landlord. In addition, local authorities to whom you apply may share relevant information they hold about you with one another, to help those authorities determine whether you are a fit and proper person to act as a landlord, or to act for a landlord. Information is shared in terms of the Antisocial Behaviour etc (Scotland) Act 2004 in terms of s139.

**I** **[ ]  / we** **[ ]  declare that I [ ]  / we [ ]  comply with all legal requirements relating to my** **[ ]  / our** **[ ]  letting of houses and that the information given in this form is correct to the best of my** **[ ]  / our** **[ ]  knowledge.**

|  |  |  |  |
| --- | --- | --- | --- |
| Lead Owner Signature |       | Date |       |
| Print Name |       |
| Joint Owner Signature |       | Date |       |
| Print Name |       |
| Joint Owner Signature |       | Date |       |
| Print Name |       |