

LANDLORD REGISTRATION – RENEWALS GUIDANCE

* **Landlord Registration** lasts for a period of 3 years from the date the initial application is formally approved. Our letter confirming approval will also confirm the ***expiry date*** of your registration. Failure to renew before the ***expiry date*** will incur a penalty i.e. a Late Application Fee of £110 (this is ***in addition*** to the normal registration fee). Should you fail to register on time and incur a Late Application Fee, the Council will consider an appeal where there are exceptional circumstances. Details of the appeal process can be obtained at <https://www.dundeecity.gov.uk/service-area/neighbourhood-services/community-safety-and-protection/private-landlord-registration>

To help you renew on time and avoid the penalty charge, we will send you a reminder letter & e-mail 3 months before expiry, 1 month before expiry, and will also attempt to contact you by phone the week before expiry.

When renewing your registration, you must confirm that the details we already hold are still correct, and advise us of any amendments which may be necessary e.g.

* Change of home address, telephone number or email address
* Change of agent & property contact address
* Removal of properties which have been sold or are otherwise exempt
* Addition of new properties
* Details of criminal convictions not already declared
* **Landlords who have declared a joint owner**, please note that **joint owners** are registered separately in their own right, and must therefore submit their own renewals. They will not have to pay anything to renew as the fee is charged to the **lead owner**, and the joint owner gets 100% discount. However if they fail to renew before the expiry date, they will incur the penalty charge as shown above.
* **Landlords who hold a current HMO Licence**, please note that it is ***your*** responsibility to renew your own registration, as it will not be renewed automatically on your behalf by the Landlord Registration Team.
* **Landlords who expect their agents to submit the renewal on their behalf** should ensure that they have instructed their agents accordingly; do not assume that your agent will know to do this, as this may result in a late renewal which will incur the Late Application Fee. We cannot send the renewal reminders to you AND your agent, however if you have not submitted your renewal by the week before the expiry date, and we are unable to contact you by phone, we ***will*** send an email to your agent to advise them of the situation.

If your agent contacts us to renew your registration, they must be able to confirm that all the personal details we hold for you are correct, and advise us of any amendments which may be necessary. Please note that if you have more than one property with different agents, you will have to submit your renewal yourself, as ***agents can only act in respect of the properties they manage***.

* Finally, **renewal applications must be fully submitted and paid for** before they can be progressed; once your current registration has reached its expiry date, a new approval letter will be issued to you confirming the next expiry date, in 3 years time. If your registration expires before you submit a valid renewal application, you will be operating as an unregistered landlord, and may be subject to additional sanctions/enforcement action.

Any questions please contact the Landlord Registration Team:

**Contact:** Landlord Registration Team

Private Sector Services Unit

Dundee City Council

5 City Square

DUNDEE, DD1 3BA

**Phone:** (01382) 436849

**E-mail:** [landlord.registration@dundeecity.gov.uk](mailto:landlord.registration@dundeecity.gov.uk)

**Website:** [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk)