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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 is due to expire 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 must 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 two written notifications 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 will also receive email reminders. ***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?**

### Renewing on-line Landlords can apply to renew their registration online at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk) no sooner than 90days before their current registration expires.

1. **Renewing by paper application**If you are unable to renew on-line please contact us and we will send you a paper application form. You will need to complete the form, sign and return to us together with a cheque for the renewal fee. If you need advice about the fee or anything else please contact us.
2. **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.
3. **Is there a fee for renewing?**Landlords renewing their registrations are required to pay a £65.00 registration fee and £15.00 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.

**Payment must be made at the time of application.**

1. **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.
2. **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 keep your application 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.***
3. **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.
4. **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. £130 late application fee) and may also result in legal action being taken against you.
5. **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 and therefore no longer require to be registered then please inform us ***by email or letter***, so that your details can be removed from the landlord register. 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 also contact us confirming this in writing so that we can arrange for their entries to be updated or removed as appropriate.
6. **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).
7. **A property address is incorrect**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 if necessary change it on your behalf.
8. **I have an additional property to register**You are legally required to register **each** let property before it is advertised for let. To add a property to a registration which is due for renewal, login to your application and select ‘Add rental property’ at the bottom of the screen.
9. **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 £130, a rent penalty notice and a report to the Procurator Fiscal.
10. **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 £65 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 £15 is payable in respect of any let property which does not require an HMO licence, or does not as yet have an HMO licence in place. 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.
11. **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. If you have applied for a new HMO licence but it has not as yet been granted, answer ‘No’ when asked if it is an HMO property; you will be required to pay the property fee of £15. If you hold a current HMO licence for the property which is going through the renewal process, 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.
12. **Who do I contact to discuss my registration?**

**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)