

A GUIDE TO THE LANDLORD REGISTRATION PROCESS

**USEFUL INFORMATION FOR
HOME OWNERS**



introduction

All private landlords letting residential properties in Scotland (with a few exceptions) are required to register with their local authority, to ensure that they are a “fit and proper person” to let property.

The public can search the registers of all local authorities to identify and contact landlords of private rented property.

If you are not registered nor in the process of registering, it is an offence to let a property.

Who has to register?

All joint owners of the property must register. In some cases this may not be the “landlord” who has the letting agreement with the occupier. If the joint owners are members of your family, you should nominate someone as the lead owner who will pay the full fee.

How long does registration last?

Registration lasts for 3 years from the date the application is approved by North Lanarkshire Council. After three years landlords should renew their registration on-line for the standard registration fee.

How much does it cost to register?

The principal fee for registering is £55.00. A further £11 will be payable for each property you let. In addition, if you use an unregistered agent then you must pay an agent fee of £55 in order for your agent to be assessed as fit and proper.

There is also an additional penalty fee of £110 which can be applied to landlords who fail to submit an application following two reminder letters from the local authority. (All fees correct as at October 2014)

Applying for registration

Landlords can apply to register online at the Landlord Registration Scotland website: www.landlordregistrationscotland.gov.uk. If you would prefer a paper application form, or would like further information please contact North Lanarkshire Council Regeneration and Environmental Services on 01236 632377.

Application process

1. Complete registration form or apply online
2. Pay fee
3. Reply to any queries from the local authority
4. Sign and return printed application details received from the local authority
5. Receive confirmation of registration from the local authority (valid for three years)
6. Notify any changes as they occur

Three years later

Renew registration

Exemptions

Exemptions apply to properties rather than to people. If all of a landlord's properties in North Lanarkshire Council are covered by one or more of the exemptions below, he or she does not need to register with that authority. If some properties are exempt, the other properties must still be registered.

A property is exempt from registration if it is:

1. The only or main residence of the landlord, where there are not more than 2 lodgers
2. Let under an agricultural tenancy and occupied by the agricultural tenant (please note that any properties that you let WILL require to be registered – including tied property, unless specifically exempt e.g. holiday accommodation)
3. Let under a crofting tenancy
4. Occupied under a liferent
5. Used for holiday lets only
6. Regulated by the Care Commission, in certain categories

7. Owned by a religious organisation and occupied by a leader or preacher of that faith
8. Occupied only by members of a religious order
9. Let to members of the landlord's family only
10. Held by an executor for a period less than 6 months
11. Possessed by a heritable creditor for a period less than 6 months
12. Owned by a person acting as a insolvency practitioner for a period less than 6 months, unless the appointment is made by the Accountant in Bankruptcy. In that case, crown immunity applies and there is a permanent exemption from registration.
13. Owned by a local authority or Registered Social Landlord

If you think you qualify for an exemption, you must contact North Lanarkshire Council Regeneration and Environmental Services on 01236 632377 to confirm this.

Further Information

- **North Lanarkshire Council Regeneration and Environmental Services** provide Landlord Registration Support.
t: 01236 632377
e: PHHSupport@northlan.gov.uk
www.northlanarkshire.gov.uk
- **Landlord Registration Scotland** Landlords can apply online to register and members of the public can check landlord registration for details of the landlord or agent of a private let.
www.landlordregistration.scotland.gov.uk
- **Landlord Accreditation Scotland (LAS)** LAS is a voluntary scheme by which landlords and letting agents can assure tenants that the tenancy arrangements they have adhere to the high standards outlined in the Scottish Core Standards for Accredited Landlords.
t: 0131 553 2211
www.landlordaccreditation.scotland.com
- **The Scottish Government** provides general information about private renting.
www.scotland.gov.uk/Topics/Built-Environment/Housing/privaterent





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To make a request, please contact Corporate Communications on 01698 302527 or email: corporatecommunications@northlan.gov.uk

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Gus iarrrtas a dhèanamh, cuir fios gu Conaltradh Corporra air 01698 302527 no cuir fios gu: corporatecommunications@northlan.gov.uk

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ای ج ی ہب ل می م ی: corporatecommunications@northlan.gov.uk

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