

## APPLICATION FOR LANDLORD REGISTRATION under the Antisocial Behaviour etc (Scotland) Act 2004

You can use this form to apply for a new registration or renew an existing registration as a **sole or lead owner**, a **joint owner** or a **non-commercial agent** with the Highland Council.

For more information or advice, please visit our website:

**www.highland.gov.uk/landlord\_registration** or contact the Landlord Registration Team by  
email: [landlord.registration@highland.gov.uk](mailto:landlord.registration@highland.gov.uk) telephone: 01349 868525  
post: Council Offices, High Street, Dingwall, IV15 9QN

You can also apply online at **www.landlordregistrationscotland.gov.uk**.

### Landlord Registration Fees

The Scottish Government has confirmed that Landlord Registration fees will increase on **1 April 2024** as detailed below:

	Fee Type		
	Principal (lead owner)	Each Property	Late Application (all owners)
<b>1 April 2024 – 31 March 2025</b>	<b>£80</b>	<b>£18</b>	<b>£160</b>
1 April 2023 – 31 March 2024	£75	£17	£149

The new fee amounts take effect from 9am on 1 April 2024. Please note Highland Council does not accept cash or cheque payments – see page 22 for payment methods.

**Landlords can register and renew registrations at the current fee level by submitting a valid application before 9am on 1 April 2024.**

You must register with each local authority in whose area you let or manage property.

If you own properties in more than one area, you can use the online application system to register in all authorities in one application. This will reduce the total fee you will have to pay.  
If you are already registered in one of the local authorities, you can use the online system to add other authorities and properties, using your current login details.

### Important Information

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.

For office / Service Point use only		Privacy Policy included
Income code:  <b>10-0-1010227-11110-63063</b>  (prev. 10-31103-000-KC4106)	FEE PAID	£
	RECEIPT NO.	
	DATE RECEIVED	
	RECEIVED BY: (Service Point & Initials)	

**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.**

Information on the law and good practice in letting is available online at **[www.mygov.scot/renting-your-property-out/](http://www.mygov.scot/renting-your-property-out/)** or at **[www.rentingscotland.org/landlords-guide](http://www.rentingscotland.org/landlords-guide)** and other sources.

If in doubt about legal requirements you should consult a solicitor or professional letting agent.

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 which 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. They may also share relevant information with, and seek relevant information from, Police Scotland and, if appropriate, other relevant authorities. Information is shared pursuant to section 139 of the Antisocial Behaviour etc. (Scotland) Act 2004 and / or the Data Protection Act 2018.

Under the Data Protection Act 2018 information is shared for the purposes of preventing and detecting crime.

The Council will notify you of the outcome of your application.

**It is a legal requirement to keep your registration details up to date.** You must inform us of any changes to the details entered on this form at any time while your application is being processed and during the period of registration.

You can update your details online, at **[www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk)** (where you will be given a one-time-password to access your registration details) or by emailing Highland Council at [landlord.registration@highland.gov.uk](mailto:landlord.registration@highland.gov.uk).

Your registration lasts for **3 years** from the date an application is approved and it will need to be renewed if you are still letting the property.

# APPLICATION FOR LANDLORD REGISTRATION

## Question 1 - about your application

Are you renewing an existing registration?

Yes ☐ No ☐

If yes, please provide your registration number

Which of the following describes you?

☐

I am applying as an individual. (go to question 2a)

☐

I am applying on behalf of an organisation. (go to question 2b)

## Question 2a - only complete if an individual

### Personal details

First name (s)

Last name

Other names by which you may be known

Date of Birth for example 03 09 1980

Day Month Year

Email address

Contact Telephone Number (must be completed)

## Question 2b - only complete if an organisation

### Organisation details

Organisation name

Your full name and position in organisation

Company registration number (if applicable)

Scottish Charity number (if applicable)

### Email address

Contact Telephone Number (must be completed)

## Question 3 - your address history

Please provide your home address history for the **last 5 years** with no gaps or overlaps, starting with the most recent. Please confirm that dates you resided at these properties. If the applicant is an organisation, please provide the business address for the organisation.

Address (history for last 5 years)	Postcode	Date from (month/year)	Date to (month/year)

## Prescribed Information – Landlord obligations

The following questions will ask you to confirm that you understand, and currently meet where applicable, the obligations involved in letting residential property in Scotland.

These obligations are not new, they already exist, but the Prescribed Information change introduced in September 2019 asks landlords to confirm their compliance on each individual element.

### Question 4 – the Tolerable and Repairing standards

As a landlord, please confirm you understand and meet your obligations with regard to the Tolerable and Repairing standard for any properties you let:

Yes ☐ No ☐

### Question 5 – Gas Safe certification

Do you have a current gas safety certificates for all your rental properties that use gas?

Yes ☐ No ☐ Not Applicable ☐

### Question 6 – Electrical safety

Do you have a current Electrical Installation Condition Report (EICR) or a current Electrical Installation Certificate (EIC) for all your rental properties that use electricity?

Yes ☐ No ☐ Not Applicable ☐

### Question 7 – Electrical appliance testing

Where you have supplied electrical appliances have current portable appliance tests (PAT) been conducted in all of your properties?

Yes ☐ No ☐ Not Applicable ☐

## Question 8 - Fire, smoke and heat detection

Does every property you rent out meet current statutory guidance for provision of fire, smoke and heat detection?

Yes ☐ No ☐ Not Applicable ☐

## Question 9 – Carbon monoxide detection

Does every property you rent out meet statutory guidance for carbon monoxide alarms?

Yes ☐ No ☐ Not Applicable ☐

## Question 10 – Private water supply

Are any of your properties served by a private water supply (a private water supply is one NOT provided by Scottish Water).

Yes ☐ No ☐ Not Applicable ☐

## Question 10a – Private Water Supply (continued)

Does the private water supply (i.e. not provided by Scottish Water) in all your rental properties meet the required regulations?

Yes ☐ No ☐ Not Applicable ☐

## Question 11 – Energy performance

Do your let properties have a valid Energy Performance Certificate (EPC)?

Yes ☐ No ☐ Not Applicable ☐

## Question 12 – Legionella risk assessment

Has a Legionella risk assessment been carried out on every rental property and have safety concerns addressed?

Yes ☐ No ☐ Not Applicable ☐

## Question 13 – Rental property insurance

If you rent out a property that is a flat or in tenement, do you have the appropriate buildings insurance?

Yes ☐ No ☐ Not Applicable ☐

## Question 14 – Common repair obligations

Are you aware of your responsibilities and obligations around your let properties in relation to Common Repairs?

Yes ☐ No ☐ Not Applicable ☐

## Question 15 – Tenancy deposits

If you plan to take or have taken a deposit are you aware of and have you met your tenancy deposit obligations?

Yes ☐ No ☐ Not Applicable ☐

## Question 16 – convictions and judgements

This information will be used by the local authority to assess your application.

Do you have any relevant unspent criminal convictions and convictions considered spent under the Rehabilitation of Offenders Act 1974 unless they are “protected” convictions relating to:

- Fraud/dishonesty
- Violence
- Drugs
- Discrimination
- Firearms
- Sexual offences within the meaning of section 210a of the Criminal Procedure (Sc) Act 1995
- Housing law

Do you have any court judgements or tribunal decisions against you relating to:

- housing law
- landlord and tenant law
- discrimination legislation, for example: Equality Act 2010
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003

☐

Yes (please provide details below, if required use a separate sheet)

☐

No

Date of sentence or tribunal judgement	The court or tribunal where your case was heard	Description	Sentence or decision



## Question 17 – Antisocial Behaviour Orders (ASBOs)

Have you or your tenants ever been served with an ASBO

☐

Yes (provide details below)

☐

No

Date	Court	Local authority	Was it you, your tenant or their visitor who was served with the order?

## Question 18 – Antisocial Behaviour Notices (ASBNs)

Have you or your tenants ever been served with an ASBN

☐

Yes (provide details below)

☐

No

Date	Local authority and property address

## Question 19 – licences, registration and accreditations

### Part a – do you hold any licences, registrations or accreditations

☐

Yes (provide details below)

☐

No

Awarding body	Description or number

### Part b – Have you ever had a registration, licence or accreditation related to letting a house in the UK refused or revoked?

☐

Yes (provide details below)

☐

No

Date refused or revoked	Refused or revoked by (organisation name)

## Question 20 – about your rental properties

Please use this section to enter details of your rental property. If you have more than one rental property, please list them in the box or use a separate sheet.

### Address and postcode of rental property

### Is this property jointly owned?

(see notes for important information regarding joint owners)

☐ Yes – please provide details below ☐ No

Name and address of joint owner :

Joint owner registration number :

### Is this property a house in multiple occupation (HMO)?

(see notes for important information regarding HMOs)

☐ Yes – please provide details below ☐ No

HMO Licence number :

HMO Licence expiry date :

### Does this property have a Repairing Standards Enforcement Order (RSEO)?

☐ Yes – please provide details below ☐ No

RSEO reference number :

### Does an agent manage this property on your behalf?

☐ Yes – please provide details below ☐ No

Scottish Letting Agent Registration Number :

Name and Address of agent :

## Question 21 – the public register

**Please choose the address you wish to show on the public register?**

This will be the address made available on <https://landlordregistrationscotland.gov.uk/>

☐

Your contact address

☐

Your agent's address

☐

a different address (please provide details below)

☐

**I declare that I comply with all legal requirements relating to my letting of houses.** Full information on requirements for landlords can be found at <https://www.mygov.scot/renting-your-property-out/>.

If in doubt about legal requirements you should consult a solicitor or professional letting agent.

☐

I declare that the information given in this form is correct to the best of my knowledge.

**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 which 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. They may also share and seek relevant information with the Police Scotland and, if appropriate, other relevant authorities. Information is shared in terms of the Antisocial Behaviour etc. (Scotland) Act 2004 in terms of s 139.**

**Signed**

**Date**

**Print  
name**

# **PRIVACY POLICY**

## **Privacy policy**

The Scottish Landlord Registration System is provided by Scottish Government and hosted on this website by Registers of Scotland (RoS), on behalf of local authorities in Scotland who are required by Part 8 of the [Antisocial Behaviour etc \(Scotland\) Act 2004](#) (opens in a new window) to prepare and maintain a register of landlords.

For the purposes of **General Data Protection Regulation (GDPR)**, the relevant local authority is the data controller of the content of the Scottish Landlord Registers. For landlords operating across more than one local authority area there will be multiple data controllers. Each local authority can only access data for landlords operating within their authority area.

### **The information we collect**

The Antisocial Behaviour etc. (Scotland) Act 2004 requires that private landlords must register with the local authority and be assessed as 'fit and proper' to let residential properties in Scotland.

The information private landlords must provide is prescribed by legislation and does not have need of consent, it is a requirement to provide this information if you wish to operate as a private landlord in Scotland.

Information held within a registration will have been provided by the landlord themselves, either via the online application system or in writing and transferred to the system by the local authority. The local authority may also add notes to a registration as part of their administration.

### **Information Sharing**

Legislation permits the sharing of landlord registration with relevant authorities. This includes other local authorities, Police Scotland, Scottish Fire and Rescue Service and other public bodies. It may also shared for the purposes of preventing and detecting crime.

Landlord information will **never** be shared with third party or commercial companies.

### **Public Search**

Legislation also dictates that registration status and contact details for a landlord shall be made available via the public search: <https://www.landlordregistrationscotland.gov.uk/search>

This facility provides assurance to prospective tenants that a landlord or a property is legitimately registered, and allows neighbours of let properties to contact landlords. It will also show where a landlord has had a registration refused or revoked.

Your contact details will be shared via the public search facility, unless it would be unsafe to do so. The public search does not allow mining of landlord's contact details, only targeted searches using a specific property or landlord registration number are possible.

Repairing Standard Enforcement Orders (RSEOs) are required by legislation to be displayed against any property upon which they have been served.

## Data Retention

The information provided by landlords will typically be held for 5 years after a registration has ended.

## Accuracy of Information held within the register

It is a landlord's responsibility to ensure their information held within the system is accurate and up to date. Landlords can update their information to reflect changes using the Renew / Update Journey.

## Access to data / Subject Access Requests

Landlords and agents can ask to see their personal information held within the system by contacting the relevant [local authority](#).

## Contacting Landlords

Landlord Registration is subject to a three year renewal period, with a Late Application Fee penalty for any registrations that expire prior to submission of a renewal application.

To avoid this occurrence the system will prompt landlords for renewal at 90 days and again at 30 days before expiry. The reminders are issued via email or by post where an email address is not held.

Local authorities may also contact landlords to advise of legislative changes or to provide advice on good practice in letting houses, as part of their legislative function.

## Scottish Government and Registers of Scotland (RoS)

Scottish Government and RoS are the joint data processors as regards any personal data which may be collected and processed in connection with public access to the website and the landlord register public search facility.

We collect the following information:

- for each visit to the website we will automatically collect the Internet protocol (IP) address used to connect your computer to the Internet
- we automatically issue cookies to users who enter the website. Read full details on our [cookies policy](#) page.

IP addresses and cookies do not in themselves identify individual users but identify only the computer used. **We will not use any data we collect to identify any user personally.**

## Payment information

The Scottish Government and RoS provides a service to local authorities, to process payments of registration fees made online by debit or credit card. The Scottish Government will only have access to such information as is necessary to provide that service, and will only process that information for the purpose of providing that service.

## Disclaimer

We seek to ensure that the information and help provided on this website is up to date and accurate. However, this information does not constitute legal or professional advice and the Scottish Government and RoS cannot accept any liability for actions arising from its use.

## Further information

If you have any further questions about how your data is used by the landlord register, contact the relevant [local authority](#).

## IN THE HIGHLAND COUNCIL AREA:

### Data controller

The data controller for landlord registration in the Highland area is The Highland Council.

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### Data Protection Officer

Contact our Data Protection Officer:

Data Protection Officer  
Highland Council Headquarters  
Glenurquhart Road  
Inverness  
IV3 5NX

[dpo@highland.gov.uk](mailto:dpo@highland.gov.uk)

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### Supervisory authority

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113

<https://ico.org.uk/global/contact-us/>

# **APPLICATION FOR LANDLORD REGISTRATION**

## **Under the Antisocial Behaviour etc (Scotland) Act 2004**

### **Guidance Notes**

#### **Background**

Landlords letting residential property in Scotland must register with, and be approved as 'fit and proper' by, the local authority in the area of the let property. Landlords letting property in multiple local authority areas must register with each local authority that they let property in.

Registration lasts for three years and a renewal application must be made before an existing registration expires if the landlord is still letting property. Renewal applications can be made within the three months before a registration expires.

Most landlords applying for registration or renewing an existing registration use the online application system at <https://landlordregistrationscotland.gov.uk/>

Paper applications can also be submitted. These notes accompany the paper application. Whether you are applying for the first time or renewing an existing registration please read these notes before you begin.

#### **Exemptions**

There are exemptions from the requirement to register, the most common examples are:

- Live in landlords – where a landlord lives in the same property as their tenant(s)
- Letting to a close family member – where a landlord lets a property to their mother, father, sister, brother, son, daughter
- Short-term holiday lets

If you think you may be exempt from the requirement to register please contact the local authority for advice.

#### **Before you begin**

The landlord application form will ask for your personal details and information about your let property. This information is required by law from anyone operating as a landlord in Scotland.

The form will also ask you to confirm that you comply with various legal obligations around letting houses in Scotland. If you need further information on what these obligations mean please contact the local authority or visit the online resources for landlords detailed at the end of these notes.

#### **Keeping your registration up to date**

As a registered landlord you are required by law to keep your registration up to date. This includes your personal details, including your email address (if you have one) along with details of your let property. You can update your registration at any time by visiting <https://landlordregistrationscotland.gov.uk/> or by contacting the local authority.



## **GUIDE TO COMPLETION**

### **Question 1 – About your application**

Please indicate if this is a new application or whether you are renewing an existing application. If you are renewing an existing application please provide your registration number.

Please indicate if you are applying as an individual or as a company.

### **Question 2a – if you are an individual**

Please tell us your full name along with any other names that you have been legally known as.

Please provide your date of birth (dd/mm/yyyy), your email address (if you have one) and a contact telephone number (this number will only be used by the local authority in connection with your registration).

### **Question 2b – if you are applying on behalf of an organisation**

Please tell us the organisation name, your name and your position in the organisation, along with the organisation's Company Registration Number, if it has one.

If this organisation is a registered Scottish Charity please tell us the registration number.

If you are applying on behalf of a trust please contact us for further advice.

### **Question 3 – your address history**

You must provide your address history for the last 5 years, for example if you have lived in the same house for the last 6 years this is the only address you have to provide. If you have lived in your current home for the last 2 years and in your previous address for 7 years before that you should include both, starting with your current address.

If you are applying on behalf of an organisation you should provide the business address, again for the previous 5 years.

### **Question 4 - the Tolerable and Repairing Standard**

The Tolerable Standard is a basic level of repair your property must meet to ensure it is fit for a person to live in. The Repairing Standard is a basic level of repair that all private rented properties must meet.

Please indicate that you have read and understood your obligations under these standards.

### **Your obligations**

This series of questions will ask you about the various obligations and standards involved in letting residential property in Scotland.

### **Question 5 – Gas Safe certificate**

Where a let property uses a gas supply it must be covered by a yearly Gas Safe certificate. This certificate is issued by a registered Gas Safe engineer.

Please answer yes or no to this question, answering not applicable would only be appropriate if your let property does not have a gas supply or if you do not have a let property.

### **Question 6 – Electrical Safety**

All let properties must have a current Electrical Installation Condition Report (EICR) or a current Electrical Installation Certificate (EIC) at the time of let. An EIC certificate is appropriate if the electrical installation is less than 5 years old, an EICR certificate must be renewed every 5 years if it is more than 5 years since the electrical installation or when a change of tenancy occurs.

EICR and EIC certificates can be issued by a suitably qualified electrician.

### **Question 7 – Electrical appliance testing**

In any let property where you supply electrical appliances portable appliance testing (PAT) must be carried out annually by a suitably qualified electrician.

Answering not applicable would be appropriate if you do not supply electrical appliances in your let properties or if you do not have a let property.

Please note: the 'Not Applicable' option would only be appropriate if you have no let properties.

### **Question 8 – Fire, smoke and heat detection**

As a landlord it is your responsibility to comply with the repairing standard concerning fire, smoke and heat alarms. In order to comply there should be at least:

- one functioning smoke alarm in the room which is frequently used by the occupants for general daytime living purposes (normally the living room/lounge),
- one functioning smoke alarm in every circulation space on each storey, such as hallways and landings, or in main room if no landing in upper storey
- one heat alarm in every kitchen,
- all alarms should be ceiling mounted, and
- all alarms should be interlinked

Please note: the 'Not Applicable' option would only be appropriate if you have no let properties.

### **Question 9 – Carbon monoxide detection**

Private landlords have an obligation to ensure that a detection system is installed in all properties you rent where there is:

- a fixed combustion appliance (excluding an appliance used solely for cooking) or
- a fixed combustion appliance in an inter-connected space, for example, an integral garage
- a combustion appliance necessarily located in a bathroom (advice would be to locate it elsewhere) - the CO detector should be sited outside the room as close to the appliance as possible

### **Question 10 – Private water supply**

As a landlord in Scotland you will likely find that most of your properties are supplied by Scottish Water. Approximately 3% of the Scottish population uses a private water supply for drinking water.

There is an additional question for let properties that are **not** supplied by Scottish Water.

### **Question 10a – Private water supply (continued)**

This question is only appropriate if your let property has a private water supply (not supplied by Scottish Water).

The Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017 came into force in October 2017 and is intended to ensure the provision of clean, safe drinking water and to deliver significant health benefits to those using private water supplies.

### **Question 11 – Energy performance**

Energy Performance Certificates (EPCs) provide information on how energy efficient your building is, and how it could be improved. Buildings are rated on a scale from A to G, with A being the most efficient. Information is also provided on measures which could be made to improve the energy efficiency and an indication of the cost for each improvement.

Landlords must have a current Energy Performance Certificate for their let properties, a copy of this must be given to new tenants at any change of tenancy and the EPC rated must be included in any advert for a rental property.

### **Question 12 – Legionella risk assessment**

Legionnaires' disease is a potentially fatal form of pneumonia caused by the inhalation of small droplets of contaminated water containing Legionella. All water systems can provide an environment where Legionella may grow.

The landlord has a duty to ensure legionella risk assessment is carried out on their properties. This is to help guard their tenants against any risk of getting the illness from contaminated water. More information on Legionella is available from the Health and Safety Executive (HSE).

### **Question 13 – Rental property insurance**

If renting out a tenement or flat within Scotland you will be responsible for obtaining insurance cover for the reinstatement value your of the tenement building/ block.

This rule came in to effect in 2004 via the Tenement (Scotland) Act 2004.

### **Question 14 – Common repair obligations**

As a landlord you are responsible for repairing common areas, for example;

- the ground (solum) on which your building stands (but not always the garden)
- the foundations
- the external walls - but individual owners are responsible for the part of these walls that lies in their flat
- the roof (including the rafters)
- other structural parts of the building such as beams, columns and load bearing walls
- the close and stairs (when they are not mutual)
- staircases in blocks of flats.

### **Question 15 – Tenancy deposits**

If you take a deposit from a tenant you must lodge it with one of the three government-backed tenancy deposit schemes:

- Letting Protection Service Scotland
- Safe Deposits Scotland
- My Deposits Scotland

The deposit must be lodged within 30 day of being received.

### **Question 16 – convictions and judgements**

As part of the approval process, local authorities must be satisfied that a person applying to be a private landlord in Scotland is 'fit and proper' to be letting residential properties. Landlords applying for registration must declare any unspent criminal convictions and spent convictions if not protected.

Landlords must also declare any court judgements or tribunal decisions relating to housing, discrimination or equality.

**Question 17 – Antisocial Behaviour Orders (ASBOs)****Question 18 – Antisocial Behaviour Notices (ASBNs)**

Similar to the questions on convictions and judgements, landlords must declare any Antisocial Behaviours Orders or Antisocial Behaviour Notices served on them or their tenants.

**Question 19 – licences, registration and accreditations**

Landlords should declare any licences, registrations or accreditations relating to housing. Landlords must also declare any negative decisions relating to licences, registration or accreditations.

**Question 20 – about your rental property**

Please use this section to provide details about your rental property. If you have more than one rental property please use the additional properties sheet.

You should tell us about any joint owners, Houses of Multiple Occupation (HMO) properties \*, any Repairing Standard Enforcement Orders (RSEO) on the let property and details of your letting agent\*\* if you have one.

If the joint ownership details are complicated please tell us separately about this.

\* A House of Multiple Occupation (HMO) is a house where:

- at least 3 or more unrelated people live in the same property, and
- they share a kitchen, bathroom or toilet

HMOs must be licensed in their own right, if you think your property is an HMO and you don't have a licence please contact us.

\*\* Agents: All owners of let properties must register and declare anyone who acts for them in relation to their letting.

An agent may be:

- a commercial agency
- a letting agency
- a property management agency
- an estate agency
- a charity
- someone who manages the property on your behalf
- a representative of an organisation, for example a factor, a trust or a company

From the 1 October 2018 a paid commercial letting/managing agent must be registered on the **Scottish Letting Agent Register** and adhere to the Letting Agent Code of Practice. They must provide you with their registration number beginning LARN and you must declare it within your application.

For further information can be found at the following website:

<http://renting.org/landlords/using-letting-agent>

Non-commercial agent fee: If someone manages your property for you without payment or commercial gain, their details must be noted on your registration and they must apply for their own registration on the Landlord Register. They will be charged £75, unless they already have their own separate registration.

## Question 21 – the public register

Registered landlords and their let property will be displayed on the public search at <https://landlordregistrationscotland.gov.uk/>

This search facility enables tenants and neighbours to confirm a landlord or a property is registered.

It can also be used to obtain the contact details (address) of the landlord of a specific property. Landlords can opt to use their home address, the address of their agent or another relevant address. A registration is very much a matter between the landlord and the local authority so **it is important that landlords do not use the address of the let property as their contact address.**

## Declaration

Landlords are required to complete the declaration and sign their application for registration, important information is contained within the declaration.

## Additional Information

The following information is useful to existing and new landlords.

## Joint Owners

A landlord must declare any joint owners on their application.  
All joint owners must also apply to register individually and renew their own registrations separately.

The lead owner will pay the appropriate principal fees and applications from the other joint owners are typically free of charge.

## Fees

The fees incurred in Landlord Registration are typically:

- Principal Fee: £75.00 increasing to **£80.00 from 01 April 2024**
  - Where a landlord lets property in more than one local authority area and uses the online application process this fee is discounted to £37.50 increasing to **£40.00**
- Property Fee: £17.00 per let property increasing to **£18.00 from 01 April 2024**
- Late Application Fee: £149.00 increasing to **£160.00 from 01 April 2024**

Houses in Multiple Occupation (HMO) will typically attract a 100% discount on the principal and property fee, but only for the property that is covered by the HMO licence (additional non-HMO properties will be charged).

Registered Scottish Charities attract 100% discount.

## Your registration

Once approved, a landlord is required by law to keep their registration details up to date, including their contact address.

## Renewal Reminders

Renewal reminders are typically issued by email, where an email address is held or otherwise by letter, and sent at 89 days and 29 days before a registration expires. Failure to renew will result in a Late Application Fee so landlords should manage their junk and spam email folders to ensure reminders are not missed. This also applies to joint owners.

## Payment to accompany an application for registration

Payments may be made either by:

Phone - You can call the Highland Council payment line on **01349 886605**. The lines are open 9 am to 5 pm Mondays to Fridays.

Ask the person taking your payment to email **landlord.registration@highland.gov.uk** with your payment details. Please then record those details below and send your application to us.

Date when payment taken	
Amount	
Payment reference number	

In person - Take your application form to any Highland Council Service Point where you can pay by **debit or credit card**. The Service Point will forward your receipted application form to the Landlord Registration Team.

By post – **Highland Council no longer accepts cash or cheque payments**. Your payment must be made either by telephone to the Highland Council payment line on 01349 886605 (as above) or by card at a Service Point.

## **Whichever payment method is used, you must submit a completed application form.**

### Assistance for landlords

Local authority Landlord Registration teams are here to help landlords meet their obligations and provide quality accommodation to meet Scotland's housing needs.

For advice or assistance please contact:

The Highland Council, Landlord Registration Team, Council Offices, High Street, Dingwall, IV15 9QN Email: [landlord.registration@highland.gov.uk](mailto:landlord.registration@highland.gov.uk) Tel: 01349 868525

### Online resources for further information

There are a variety of online resources available for landlords, here is a selection of useful websites:

- Scottish Government – Information for landlords
  - <https://www.mygov.scot/renting-your-property-out/>
- Scottish Government – being a landlord in Scotland
  - <https://www.mygov.scot/housing-local-services/landlords-letting/being-a-landlord/>
- Shelter Scotland – Information for landlords
  - [https://scotland.shelter.org.uk/get\\_advice/advice\\_topics/information\\_for\\_landlords](https://scotland.shelter.org.uk/get_advice/advice_topics/information_for_landlords)
- Renting Scotland – Information for landlords
  - <https://rentingscotland.org/landlords/>
- Highland Council -
  - [https://www.highland.gov.uk/info/997/housing\\_advice/258/private\\_landlords](https://www.highland.gov.uk/info/997/housing_advice/258/private_landlords)