

SAL Factsheet: Landlord Registration

The Antisocial Behaviour etc (Scotland) Act 2004 introduced the Landlord Registration Scheme and since 30th April 2006 most private landlords in Scotland need to be registered with the local authority in which the property they let is located.

The aim of registration is to ensure that all private landlords in Scotland are fit and proper to be letting residential property. There are a few exceptions, for example, if you let 2 rooms or less in your own home and are a resident landlord, if the property is let as holiday accommodation or if you have an HMO licence.

As part of the HMO licence process the local authority should have registered your property automatically. If you let any non-HMO properties these must be registered separately.

You can register online at www.landlordregistrationscotland.gov.uk or make an application directly with your local authority. If you have property in more than one area, you must register in each area and this can be done in one application online.

The onus is on the owner of the property to register although agents who manage several properties should also register as agents.

You will be asked to provide your name, address, date of birth and the addresses of all properties you let. You will also need to give the name and address of any agent you use and a contact address for any queries regarding the property. You must also supply details of any relevant convictions or court judgements and give a declaration that you comply with all relevant laws when letting property.

The local authority must satisfy itself that you are a **“fit and proper”** person to let residential property. They will take account of any evidence of fraud, dishonesty, violence, drugs, unlawful discrimination, breaches of housing law and failure to act with regard to antisocial behaviour.

Information on registered landlord's and registered properties is available to the public via an internet search.

A principal registration fee of £55 has been set for each local authority in which you must register. An extra £11 is payable on each property you register. Discounts are available for multiple registrations so check online or with your local authority.

Registration lasts for 3 years from the date your application is approved by the local authority, after which you will require to re-register and pay a renewal fee. Some authorities administer the process fairly quickly whilst others take a significant amount of time to process an application. As long as you have applied for registration you can continue to let your property whilst your application is being considered.

It is a legal requirement for all landlords to display the landlord registration number on any property advertisements (except To Let boards). In the case of joint owners only one owner's number needs to be displayed.

For more information log onto www.landlordregistrationscotland.gov.uk or contact your local council's Landlord Registration section, details of which can be found at on the [Landlord Registration website here](#).

**SAL members receive free advice from the SAL helpline
via 0131 564 0100 or by email advice@scottishlandlords.com**

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