

# Application for Landlord Registration



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## UNDER THE ANTISOCIAL BEHAVIOUR ETC (SCOTLAND) ACT 2004

You can use this form to apply for registration as a landlord or a landlord's agent with Glasgow City Council. There are notes included to help you.

For further information or advice please contact the registration team:

Private Landlord Registration Unit  
Housing Services, Glasgow City Council  
Development and Regeneration Services  
Exchange House, 231 George Street  
Glasgow, G1 1RX

Freephone: 0300 343 0414

Phone: +0044 141 276 7583

Fax: +0044 141 287 9929

Email: [privatelandlordregistrationunit@glasgow.gov.uk](mailto:privatelandlordregistrationunit@glasgow.gov.uk)

You can also apply online at: [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk)

### You must register with each Local Authority in whose area you let property.

If you own properties in more than one Local Authority area, you can use the [online application system](#) to register in all authorities in one application, and this will reduce the total fee that you will have to pay.

The aim of landlord registration is to ensure that all private landlords and agents in Scotland are 'fit and proper' to be letting residential property (**See Note 1**). The owner of every let property must register, and must declare anyone who acts for them in relation to their letting. There are only a few exceptions from the requirement to register (**See Note 2**). You can also register if you do not own any property, to show that you are 'fit and proper' to act as an agent, or before you invest in property to let.

Members of the public will be able to view each Local Authority's register of landlords online at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk). By entering the name and address of a person or company, they will be able to see if you are registered. By entering the address of one of your properties they will be able to see your name and the contact address for you or your agent. This information can also be obtained by contacting the Local Authority. Local Authorities can also provide the home or office address of any registered person or company, at the Authority's discretion.



## GUIDANCE ON COMPLETION OF APPLICATION FORM

### Section 1

The application requiring completion is for landlords and those acting as a landlord's agent. This should be completed by landlords who let property in the Glasgow area, their agents (where they do not require to register with the Scottish Government) and prospective landlords who wish to let property in the Glasgow area.

### Section 2

The form allows landlords to register property which they let in the Glasgow area. If you have more than one property to register additional sheets can be supplied on request.

### Section 3

The form contains a declaration which must be completed to allow the application to be treated as valid.

### Section 4

The final part of the form and these should be completed by your agent or joint owner as specified in **Section 2** of the application (Property Details). Note that any joint owners and/or agent must also complete the declaration at the end of this section.

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**Please note:** If your agent has already registered they can provide you with details of their registration number (which you should enter in **Section 2**) and there is therefore no need to have **Section 4** of the form completed.

**Please note:** That payment must be made at the time of submitting this application. Payment can be made by cheque or postal order and should be made payable to Glasgow City Council. Please add your name, address and phone number to the reverse of the cheque or postal order.

## SECTION 1 - ABOUT YOU

See Note 5

Title: Mr/Mrs/Ms/Miss/Dr/Other

First Name

Other Names

Surname

Date of Birth

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Any other names by which you are known or have been known, including maiden name where applicable

### Organisations (only applicable if you are registering on behalf of a company)

Organisation Name

Company Registration Number (if applicable)

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### Organisation Contact Person

Name

Position in Organisation

Is this organisation a registered charity?

Yes  No

If so, please enter the charity registration number

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### All Applicants

E-mail address

Mobile number

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Phone number

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If you enter an email address we will use this to contact you in most circumstances

**SECTION 1 - ABOUT YOU**

Current Home Address of individual applicants or Trading Address/Registered Office of Companies – including Flat Position, Street Number and Postcode

How long have you lived/traded at this address?

Years      Months

If you have lived/traded at this address for less than 5 years please provide details of any others addresses you have lived/traded at in the last 5 years on the next page. Please use a separate sheet if necessary.

Address - including flat position, street number and postcode

How long have you lived/traded at this address?

Years      Months

**See Note 1a**

1. Do you have any spent or unspent convictions, or have you ever had any court or tribunal judgements against you under discrimination legislation?

Yes     No

If Yes, please enter details below, use a separate sheet if required

DATE COURT	CRIME/OFFENCE Registration and Section if know	SENTENCE/OUTCOME						
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## SECTION 1 - ABOUT YOU

See Note 1b

**2.** Do you have any previous or current Repairing Standard Enforcement Orders issued by the Private Rented Housing Panel or the First Tier Tribunal (FTT) for Scotland.

Yes       No

If Yes, please provide dates and description of the case below, including the address of any property detailed in the order

See Note 1c

**3.** Have you, or a tenant residing at any of your properties, ever been served with an Antisocial Behaviour Order (ASBO)?

Yes       No

If Yes, please provide dates and description of the case below

DATE	COURT	LOCAL AUTHORITY (Optional)	PLEASE INDICATE whether it was you or your tenant who was served with the order						
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**SECTION 1 - ABOUT YOU**

See Note 1d

4. Have you, or any of your properties ever been the subject of an Antisocial Behaviour Notice?

Yes       No

DATE LOCAL AUTHORITY	PROPERTY ADDRESS													
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See Note 3

5. Do you hold any registration or licences in connection with letting houses anywhere in the UK? (You need not include HMO licences for properties listed later in this application).

Yes       No

6. Have you had any such, licences refused or revoked?

Yes       No

Please give details of any registrations or licences held, refused or revoked

Description

Awarded by

Held       Refused       Revoked

Date Awarded/Refused/Revoked     

Reference Number

**SECTION 1 - ABOUT YOU**

See Note 3

7. Do you hold any voluntary accreditations in connection with letting houses anywhere in the UK?

Yes       No

If Yes, please give details

Description

Awarded by

Date

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Local Authority approving the scheme

Reference Number

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The following questions (8 - 19) were added to the application process on 16 September 2019. **Appendix 1** provides additional information in respect of these questions which will assist you when considering your answers.

**8. Repairing and Tolerable Standard:** As a landlord you must ensure that any privately rented properties comply with the repairing and tolerable standard throughout the tenancy.

This applies to all landlords including those that use an agent or letting agent to manage their properties.

Please confirm whether this application relates to your role as

A Landlord       An Agent

If you are applying as a Landlord, please confirm you have read, understood and comply with your obligations.

Yes       No

**SECTION 1 - ABOUT YOU**

**9. Gas Safety:** Do you have a current gas safety certificate for all your rental properties that use gas?

Yes       No       Not Applicable

**10. 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

**11. Electrical Appliance Test:** Where you have supplied electrical appliances have current portable appliance tests (PAT) been conducted in all of your properties?

Yes       No       Not Applicable

**12. 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

**13. Carbon Monoxide Detection:** Does every property you rent out meet statutory guidance for carbon monoxide alarms? Please note that Carbon Monoxide Detection is required where fossil fuels are used and this would include gas, coal, oil, wood amongst others.

Yes       No       Not Applicable

**14. Public Water Supply:** Does Scottish Water supply your rental properties?  
(Do you pay a water charge as part of your council tax bill?)

Yes       No       Not Applicable

**If 'NO' GO TO QUESTION 14A**

**14A. Private Water Supply:** Does the private water supply (Not provided by Scottish Water) in all your rental properties meet the required regulations?

Yes       No       Not Applicable

**15. Energy Performance:** Do you have a valid Energy Performance Certificate (EPC) available for new tenants? The EPC is required where the property was built after April 2007 or where it has been sold or the tenancy commenced on or after 4 January 2009.

Yes       No       Not Applicable

## SECTION 1 - ABOUT YOU

**16. Legionella Risk Assessment:** Has a Legionella risk assessment been carried out on every rental property and have safety concerns been addressed?

Yes       No       Not Applicable

**17. Rental Property Insurance:** If you rent out a property that is a flat/tenement, do you have the appropriate buildings Insurance?

Yes       No       Not Applicable

**18. Common Repairs:** If you rent out your properties are you aware of your obligations for any common repairs, including those below?

Yes       No       Not Applicable

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

**19. Tenancy deposit:** If you plan to take or have taken a deposit are you aware of your tenancy deposit obligations?

Yes       No       Not Applicable

If you wish to register property in the Glasgow City Council area please continue to Section 2. **You must register** every house you own which is subject to a lease or occupancy agreement, but you can also register if you do not own any property. If you do not need to register a property, please go to Section 3.



## SECTION 2 - PROPERTY (1)

If Yes, but you do not know their registration number - please enter their name and address here and ask them to complete Pages 13 - 21 of this form and return it to us. You may need to pay a fee for your agent. Please include flat position, street number and postcode?

Do you jointly own this property with anyone else?

Yes

No

All joint owners of any let house must be registered. Your application cannot be approved until both you and any joint owners have submitted applications and have been assessed as fit and proper persons.

If you jointly own this property, have the other joint owners been registered or applied for registration with Glasgow City Council?

Yes

No

If Yes, please enter their registration/application number.

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If No - please enter their name and address here, ask them to complete pages 13 - 21

Please include flat position, street number and postcode.

### See Note 6

What would you like to use as the contact address for this property?  
Please note this is the address which will appear on the public register.

Your Address

Your Agents Address

Another address:  
Please specify including flat position, street number and postcode

## SECTION 3 - DECLARATIONS

Failure to complete this section will render your application invalid. You cannot continue to legally let property in Scotland without having submitted a valid application for registration.

Total number of rented properties included in this application for registration

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I declare that I comply with all legal requirements relating to my letting of houses.

Information on the Law and good practice in letting is available online at [www.rentingscotland.org](http://www.rentingscotland.org) or at [www.landlordaccreditationscotland.com](http://www.landlordaccreditationscotland.com) and other sources. If in doubt about legal requirements you should consult a solicitor or professional letting agent.

**Anyone who gives false information on this form, or fails to provide the information required by this form, is committing an offence which could lead to prosecution.**

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

Glasgow City Council may use information it holds about you to determine whether you are a fit and proper person to act as 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 fit and proper to act as a landlord, or to act for a landlord. They may also share and seek relevant information with the Police Service of Scotland and, if appropriate, other relevant authorities.

Information is shared with Police Scotland in terms of Section 139 of the Antisocial Behaviour etc. (Scotland) Act 2004 and/or the Data Protection Act 1998. Under the Data Protection Act 1998 information is shared for the purpose of preventing and detecting crime.

### See Note 2

If this form is being used to claim exemption from registration please indicate which exemption applies to you.

Signed

Print Name

Date

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**Glasgow City Council will notify you of the outcome of your application. Registration lasts for a period of 3 years from the date an application is approved. You must inform Glasgow City Council of any changes to the details entered on this form at any time whilst your application is being processed and during the 3 years of registration. It is an offence to fail to notify changes to this information to your Local Authority. Note that payment must accompany this form. Please see Note 8 to calculate how much you have to pay for this application. Alternatively, contact the registration team who can assist you.**

## SECTION 4 - APPLICATION FOR LANDLORD REGISTRATION

Under the Antisocial Behaviour etc (Scotland) Act 2004.

Only complete this section of the form if you are acting as an agent or if you are a joint owner of the property.

This section of the form is to provide details of additional people, either agents or joint owners, in connection with an application for landlord registration.

### Details of agent/joint owner

Are you acting as an agent?  Yes  No

Are you a joint owner?  Yes  No

This form is to provide details of additional people, either agents or joint owners, in connection with an application for landlord registration. There are notes included to help you. For further information or advice please contact the registration team:

Private Landlord Registration Unit  
Housing Services, Glasgow City Council  
Development and Regeneration Services  
Exchange House, 231 George Street  
Glasgow, G1 1RX

Freephone: 0300 343 0414

Phone: +0044 141 276 7583

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Email: [privatelandlordregistrationunit@glasgow.gov.uk](mailto:privatelandlordregistrationunit@glasgow.gov.uk)

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The aim of landlord registration is to ensure that all private landlords and agents in Scotland are 'fit and proper' to be letting residential property (**See Note 1**). The owner of every let property must register, and must declare anyone who acts for them in relation to their letting. There are only a few exceptions from the requirement to register (**See Note 2**).

Members of the public will be able to view each Local Authority's register of landlords on line at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk). By entering the name and address of a person or company, they will be able to see if you are registered. By entering the address of one of your properties they will be able to see your name and the contact address for you or your agent. This information can also be obtained by contacting the Local Authority. Local Authorities can also provide the home or office address of any registered person or company, at the Authority's discretion.

When you have completed this form please return it to the person who gave it to you, or direct it to the address above.

**SECTION 4 - ABOUT YOU - JOINT OWNERS AND AGENTS**

See Note 5

Title: Mr/Mrs/Ms/Miss/Dr/Other

First Name

Other Names

Surname

Date of Birth

Any other names by which you are known or have been known, including maiden name where applicable

**Organisations (only applicable if you are registering on behalf of a company)**

Organisation Name

Company Registration Number (if applicable)

**Organisation Contact Person**

Name

Position in Organisation

Is this organisation a registered charity?  Yes  No

If so, please enter the charity registration number

**All Applicants**

E-mail address

Mobile number

Phone number

If you enter an email address we will use this to contact you in most circumstances.

**SECTION 4 - ABOUT YOU - JOINT OWNERS AND AGENTS**

Current Home Address of individual applicants or Trading Address/Registered Office of Companies – including Flat Position, Street Number and Postcode

How long have you lived/traded at this address?

		Years			Months
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If you have lived/traded at this address for less than 5 years please provide details of any others addresses you have lived/traded at in the last 5 years on the next page. Please use a separate sheet if necessary.

Address - including flat position, street number and postcode

How long have you lived/traded at this address?

		Years			Months
--	--	-------	--	--	--------

**SECTION 4 - ABOUT YOU - JOINT OWNERS AND AGENTS**

See Note 1a

1. Do you have any spent or unspent convictions, or have you ever had any court or tribunal judgements against you under discrimination legislation?

Yes       No

If Yes, please enter details below, use a separate sheet if required

DATE	COURT	CRIME/OFFENCE Legislation and Section if know	SENTENCE/OUTCOME

See Note 1b

2. Do you have any previous or current Repairing Standard Enforcement Orders issued by the Private Rented Housing Panel?

Yes       No

If Yes, please provide dates and description of the case below, including the address of any property detailed in the order

**SECTION 4 - ABOUT YOU - JOINT OWNERS AND AGENTS**

See Note 1c

3. Have you, or a tenant residing at any of your properties, ever been served with an Antisocial Behaviour Order (ASBO)?

Yes       No

If Yes, please provide dates and description of the case below

DATE COURT	LOCAL AUTHORITY (Optional)	PLEASE INDICATE whether it was you or your tenant who was served with the order												
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See Note 1d

4. Have you, or any of your properties ever been the subject of an Antisocial Behaviour Notice?

Yes       No

DATE LOCAL AUTHORITY	PROPERTY ADDRESS												
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**SECTION 4 - ABOUT YOU - JOINT OWNERS AND AGENTS**

See Note 3

7. Do you hold any voluntary accreditations in connection with letting houses anywhere in the UK?

Yes       No

If Yes, please give details

Description

Awarded by

Date

Local Authority approving the scheme

Reference Number

The following questions (8 - 19) were added to the application process on 16 September 2019. **Appendix 1** provides additional information in respect of these questions which will assist you when considering your answers.

**8. Repairing and Tolerable Standard:** As a landlord you must ensure that any privately rented properties comply with the repairing and tolerable standard throughout the tenancy.

**This applies to all landlords including those that use an agent or letting agent to manage their properties.**

Please confirm whether this application relates to your role as

A Landlord       An Agent

If you are applying as a Landlord, please confirm you have read, understood and comply with your obligations.

Yes       No       Not Applicable

**SECTION 4 - ABOUT YOU - JOINT OWNERS AND AGENTS**

**9. Gas Safety:** Do you have a current gas safety certificate for all your rental properties that use gas?

Yes       No       Not Applicable

**10. 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

**11. Electrical Appliance Test:** Where you have supplied electrical appliances have current portable appliance tests (PAT) been conducted in all of your properties?

Yes       No       Not Applicable

**12. 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

**13. Carbon Monoxide Detection:** Does every property you rent out meet statutory guidance for carbon monoxide alarms? Please note that Carbon Monoxide Detection is required where fossil fuels are used and this would include gas, coal, oil, wood amongst others.

Yes       No       Not Applicable

**14. Public Water Supply:** Does Scottish Water supply your rental properties?  
(Do you pay a water charge as part of your council tax bill?)

Yes       No       Not Applicable

**If 'NO' GO TO QUESTION 14A**

**14A. Private Water Supply:** Does the private water supply (Not provided by Scottish Water) in all your rental properties meet the required regulations?

Yes       No       Not Applicable

**15. Energy Performance:** Do you have a valid Energy Performance Certificate (EPC) available for new tenants? The EPC is required where the property was built after April 2007 or where It has been sold or the tenancy commenced on or after 4 January 2009.

Yes       No       Not Applicable

**SECTION 4 - ABOUT YOU - JOINT OWNERS AND AGENTS**

**16. Legionella Risk Assessment:** Has a Legionella risk assessment been carried out on every rental property and have safety concerns been addressed?

Yes       No       Not Applicable

**17. Rental Property Insurance:** If you rent out a property that is a flat/tenement, do you have the appropriate buildings Insurance?

Yes       No       Not Applicable

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**19. Tenancy deposit:** If you plan to take or have taken a deposit are you aware of your tenancy deposit obligations ?

Yes       No       Not Applicable

**SECTION 4 - ABOUT YOU - JOINT OWNERS AND AGENTS**

Failure to complete this section will render your application invalid. You cannot continue to legally let property in Scotland without having submitted a valid application for registration.

Total number of rented properties included in this application for registration

I declare that I comply with all legal requirements relating to my letting of houses.

Information on the Law and good practice in letting is available online at <https://www.mygov.scot/browse/housing-local-services/landlords-letting/being-a-landlord> If in doubt about legal requirements you should consult a solicitor or professional letting agent.

Anyone who gives false information on this form, or fails to provide the information required by this form, is committing an offence which could lead to prosecution.

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

Glasgow City Council may use information it holds about you to determine whether you are a fit and proper person to act as 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 fit and proper to act as a landlord, or to act for a landlord. They may also share and seek relevant information with the Police Service of Scotland and, if appropriate, other relevant authorities.

Information is shared with Police Scotland in terms of Section 139 of the Antisocial Behaviour etc. (Scotland) Act 2004 and/or the Data Protection Act 1998. Under the Data Protection Act 1998 information is shared for the purpose of preventing and detecting crime.

**See Note 2**

If this form is being used to claim exemption from registration please indicate which exemption applies to you.

Signed

Print Name

Date

**Glasgow City Council will notify you of the outcome of your application. Registration lasts for a period of 3 years from the date an application is approved. You must inform Glasgow City Council of any changes to the details entered on this form at any time whilst your application is being processed and during the 3 years of registration. It is an offence to fail to notify changes to this information to your Local Authority. Note that payment must accompany this form. Please see Note 7 to calculate how much you have to pay for this a pplication. Alternatively, contact the registration team who can assist you.**

## NOTES

### Note 1a

#### Any Spent or Unspent convictions for offences involving:

- Fraud/Dishonesty
- Violence
- Drugs
- Discrimination
- Firearms (within the meaning of 57(1) of the firearms Act 1968 (c.27))
- Sexual Offences (within the meaning of Section 210A(10) of the Criminal Procedure (Scotland) Act 1995 (c.46))
- Contravention of Housing Law (For further details on housing legislation please see [www.legislation.gov.uk](http://www.legislation.gov.uk))

#### Any court or tribunal judgements under:

- Housing Law
- Landlord and Tenant Law
- Discrimination Legislation
  - ▶ The Equal Pay Act 1970 (c.41)
  - ▶ The Sex Discrimination Act 1975 (c.65)
  - ▶ The Race Relations Act 1976 (c.74)
  - ▶ The Equality Act 2010 (c.15)
  - ▶ The Employment Equality (Sexual Orientation) Regulations 2003 (S.I. 2003/1661)
  - ▶ The Employment Equality (Religion or Belief) Regulations 2003 (S.I. 2003/1660)
  - ▶ The Disability Discrimination Act 1995 (c.50).

### Note 1b

A Repairing Standard Enforcement Order (RSEO) made under s.24(2) of the Housing (Scotland) Act 2006.

### Note 1c

An Antisocial Behaviour Order (ASBO), or interim order, within the meaning of **Part 2** of the Antisocial Behaviour etc (Scotland) Act 2004, served on you, or a tenant residing at any of your properties.

### Note 1d

An Antisocial Behaviour Notice (ASSN), within the meaning of **Part 7** of the Antisocial Behaviour etc (Scotland) Act 2004, served on you or any of your properties.

If you are unsure whether you need to declare a conviction or court or tribunal judgement found against you, please contact Glasgow City Council for further advice.

## NOTES

### Note 2

Exemptions apply to properties rather than people. If all of a landlord's properties in an area are covered by one or more of the exemptions, he or she does not need to register with that local authority.

If some of his or her 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 two lodgers let under an agricultural or crofting tenancy
2. Occupied under a life rent
3. Used for holiday lets only
4. Regulated by the Care Commission, in certain categories
5. Owned by a religious organisation and occupied by a leader or preacher of that faith occupied only by members of a religious order
6. Let to members of the landlord's family only
7. Held by an executor
8. Possessed by a heritable creditor
9. Owned by a local authority or Registered Social Landlord.

If you are unsure whether an exemption applies to you, please contact the local authority for advice.

In any event, if you are claiming an exemption please complete the Declaration to this effect on pages 12 and 22 of this form.

### Note 3

There are various types of qualification or permission to let houses, which go by different names depending on the organisation which issues them, or the country where they apply. This form uses the following definitions:

- Registrations or licences are required by law, and are issued by local or central government. In Scotland this applies to registration of all landlords under the Arntisocial Behaviour etc (Scotland) Act 2004, and licensing of Houses in Multiple Occupation. You should also include any similar permissions you hold in other parts of the UK.
- Voluntary accreditation is something landlords or agents can apply for to show that they meet high standards in letting. Accreditation schemes may be run by local authorities, landlord organisations or a combination of the two.

## NOTES

### Note 4

#### **A property may be a house in Multiple Occupation (HMO) if:**

- At least three people live there, and
- The people who live there belong to three or more families, and
- They share a kitchen, bathroom or toilet.

All HMOs must be licensed by the local authority. If you think your property may be an HMO and you do not have a licence, please contact the local authority for advice.

### Note 5

- All legal owners named on the title deeds must register as a landlord
- Power of Attorneys can sign the application on their behalf.
- A copy of the Power of Attorney including the schedule detailing the powers which the attorney is entitled to exercise must be enclosed.
- If a third party agent is used then Power of Attorney need not register with the Local Authority as an agent. If no third party agent is used then the Power of Attorney must register as the agent.

### Note 6

A public register is available which can be accessed online at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk) or by contacting Glasgow City Council. Glasgow City Council can provide information on approved landlords and agents operating in their area. Contact information is also available for most privately let properties within the Glasgow area.

#### **The information which will be provided is:**

- The contact details for a property
- Confirmation that the landlord is registered.

The landlord can specify a contact address which will appear on the public register. This is often their letting agents address or the landlords address where no agent is used.

### Note 7

The fees for **registration application** are made up of principal fees for each person applying, and a property fee for each property listed.

#### **Principal fees**

£82 for the main applicant. Joint owners are not required to pay a fee. You do not have to pay a principal fee for anyone who holds a HMO licence from Glasgow City Council.

#### **Property fees**

£19 for each property.

#### **Late application fees**

£164 where the local authority has made two or more requests of the landlord for registration.

## NOTES

If you are unsure how much your fee will be, please contact:

Private Landlord Registration Unit  
Housing Services, Glasgow City Council  
Neighbourhoods, Regeneration and Sustainability  
Exchange House, 231 George Street  
Glasgow, G1 1RX

Freephone: 0300 343 0414

Phone: +0044 141 276 7583

Fax: +0044 141 287 9929

Email: [privatelandlordregistrationunit@glasgow.gov.uk](mailto:privatelandlordregistrationunit@glasgow.gov.uk)

Please note that an application can only be accepted as **'valid'** once the details contained in this form are fully and accurately submitted and the appropriate fees are paid.

It is an offence to let property where registration is required, without having submitted a valid application.



## REGISTRATION REQUIREMENTS

**1. Repairing and Tolerable Standard:** As a landlord you must ensure that any privately rented properties comply with the repairing and tolerable standard throughout the tenancy.

### Further information

If you are renting a property in Scotland, as the landlord you are solely responsible for ensuring your property meets the required legislative standards as outlined in:

- **The Repairing Standard** - this is a basic level of repair that all private rented properties must meet. More detail about the standards a property must meet are [outlined here](#).
- **The Tolerable Standard** - this is a basic level of repair your property must meet to ensure it is fit for a person to live in. Local authorities can force you to carry out work to bring your property up to tolerable standard. More detail about the standard can be [found here](#).

**2. Gas Safety:** Do you have a current gas safety certificate for all your rental properties that use gas?

### Further information

As a landlord it is a legal requirement to commission a Gas Safety Certificate for your property for the current year and to retain your gas certificates for the previous two years. This certificate confirms that the gas installation is safe and all gas appliances are safe and free from danger.

### Is this question applicable to you?

This question will always be applicable to you if any of your properties have a gas supply or appliances. It is only not applicable if you:

- Currently have no properties
- If your properties have no gas supply or gas appliances.

**3. 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?

### Further information

As a landlord you are required to ensure that regular electrical safety inspections are carried out by a competent person, and that anything that fails to pass the inspection is replaced or repaired immediately.

As a minimum, an electrical safety inspection must be carried out:

- Before a tenancy starts, and
- During the tenancy, at intervals of no more than 5 years from the date of the previous inspection.

A copy of the most recent electrical safety inspection reports must be provided to both new and retained tenants.

The landlord is responsible for ensuring the person completing an EICR/EIC is suitably competent.

Using members of an accredited registration scheme operated by a recognised body will give some degree of confidence that this has been achieved.

## REGISTRATION REQUIREMENTS

### Is this question applicable to you?

This question will always be applicable to you if any of your properties have a supply of electricity. It is only not applicable if you:

- Currently have no properties
- If your properties have no electricity.

**4. Electrical Appliance Test:** Where you have supplied electrical appliances, have current portable appliance tests (PAT) been conducted in all of your properties?

### Further information

**As a minimum PAT must be conducted every 5 years.**

Portable Appliance Testing or PAT is the process of checking electrical appliances for safety through a series of visual inspections and electronic tests. The best way of ensuring that your appliances are safe is to have a PAT test carried out on them. This is a good way for you as a landlord to ensure that you are meeting your legal obligation to maintain high standards of electrical safety in your rented property.

For more information visit the [Electrical Safety First website](#).

### Is this question applicable to you?

This question will always be applicable to you if your properties are supplied with portable electrical appliances. It is only not applicable if you:

- Currently have no properties
- You have not supplied electrical appliances in your rental properties.

**5. Fire, Smoke and Heat Detection:** Does every property you rent out meet current statutory guidance for provision of fire, smoke and heat detection?

### Further information

According to national fire statistics dwelling fires in which smoke alarms raise the alarm continue to:

- be discovered more rapidly (less than 5 minutes) after ignition; and
- be associated with lower fatal casualty rates.

As a landlord it is your responsibility to comply with the repairing standard order 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.

For further detailed information [please click the link](#).

### Is this question applicable to you?

This question will always be applicable to you if you currently rent out a property. It is not applicable if you currently have no properties.

## REGISTRATION REQUIREMENTS

**6. Carbon Monoxide Detection:** Does every property you rent out meet statutory guidance for carbon monoxide alarms?

### Further information

In order to alert occupants to the presence of levels of CO gas which may be harmful to people, you as a private landlord have an obligation to ensure that a detection system is installed in all properties you rent where there is:

- 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.

For further information please [click the link](#).

### Is this question applicable to you?

This question will always be applicable to you if your properties have appliances that use carbon based fuel. It is not applicable if you:

- Currently have no properties
- If your properties have no appliances that use carbon based fuel.

**7. Public Water Supply:** Does Scottish Water supply your rental properties?

### Further information

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

For further information please [click the link](#).

### Is this question applicable to you?

This question will always be applicable to you.

**7A. Private Water Supply.** Does the private water supply (i.e. not provided by Scottish Water) in all your rental properties meet the required regulations?

### Further information

**Water Supply.** The water intended for human consumption (Private Supplies) (Scotland) Regulations 2017 came into force in October 2017, and are regulated and enforced by the local authorities.

The main objective of the regulation is to ensure the provision of clean, safe drinking water and to deliver significant health benefits to those using private water supplies.

For further information please [click the link](#).

### Is this question applicable to you?

This question will always be applicable to you if your properties have a private water supply. It is not applicable if you currently have no properties.



## REGISTRATION REQUIREMENTS

**8. Energy Performance:** Do you have a valid Energy Performance Certificate (EPC) available for new tenants?

**Landlords must produce an EPC when a property is being rented to a new tenant.**

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.

### Is this question applicable to you?

This question will always be applicable to your properties. It is not applicable if you have no properties.

**9. Legionella Risk Assessment.** Has a Legionella risk assessment been carried out on every rental property and have safety concerns been addressed?

### Further information

**Legionella assessment.** Legionnaires' disease is a potentially fatal form of pneumonia. All water systems can provide an environment where Legionella may grow.

The landlord has a duty to ensure a **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.

For more information please [click the link](#).

### Is this question applicable to you?

This question will always be applicable to your properties. It is not applicable if you have no properties.

**10. Rental Property Insurance:** If you rent out a property that is a flat/tenement, do you have the appropriate buildings insurance?

### Further information

**Rental property insurance.** If renting out a property in Scotland in some circumstances you will be responsible for insuring the reinstatement of the building housing the tenement/flat.

Tenements and flats must be insured, these are defined as buildings with two or more properties that are divided from each other horizontally.

**For example:** split villas and blocks of 4.

The [Tenement Scotland Act](#) outlining the full details came into force in 2004.

### Is this question applicable to you?

This question will always be applicable to your properties. It is not applicable if you.

- Currently have no properties
- You do not let a flat/tenement.

## REGISTRATION REQUIREMENTS

**11. Common Repairs:** If you rent out your properties are you aware of your obligations for any common repairs.

### Further information

**Common repairs.** As a landlord you are responsible for repairing common areas.

In some cases a property factor may have been employed to take charge of repairs and maintenance of a block of flats or a tenement. Even in this case ultimate responsibility still sits with the Landlord.

You can find a copy of your title deeds, please [click the link](#).

For further information private renting, repairs, please [click the link](#).

### Is this question applicable to you?

This question will always be applicable to your properties. It is not applicable if you:

- Currently have no properties
- You do not live in a flat/tenement.

**12. Tenancy Deposit:** If you plan to take or have taken a deposit are you aware of your tenancy deposit obligations?

### Further information

**Tenancy Deposit.** As a Landlord if you take a deposit from a tenant you must lodge it with one of the three government backed Tenancy Deposit schemes that started after 6 April 2007:

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

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

For more information please [click the link](#).

### Is this question applicable to you?

This question will always be applicable to your properties. It is not applicable if you:

- Currently have no properties
- You have not taken a tenancy deposit.



**SECTION 2 - PROPERTY (2)**

If Yes, but you do not know their registration number - please enter their name and address here and ask them to complete Pages 13 - 21 of this form and return it to us. You may need to pay a fee for your agent. Please include flat position, street number and postcode?

Do you jointly own this property with anyone else?

Yes

No

All joint owners of any let house must be registered. Your application cannot be approved until both you and any joint owners have submitted applications and have been assessed as fit and proper persons.

If you jointly own this property, have the other joint owners been registered or applied for registration with Glasgow City Council?

Yes

No

If Yes, please enter their registration/application number.

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If No - please enter their name and address here, ask them to complete pages 13 - 21

Please include flat position, street number and postcode.

**See Note 6**

What would you like to use as the contact address for this property?  
Please note this is the address which will appear on the public register.

Your Address

Your Agents Address

Another address:  
Please specify including flat position, street number and postcode



### SECTION 2 - PROPERTY (3)

If Yes, but you do not know their registration number - please enter their name and address here and ask them to complete Pages 13 - 21 of this form and return it to us. You may need to pay a fee for your agent. Please include flat position, street number and postcode?

Do you jointly own this property with anyone else?

Yes

No

All joint owners of any let house must be registered. Your application cannot be approved until both you and any joint owners have submitted applications and have been assessed as fit and proper persons.

If you jointly own this property, have the other joint owners been registered or applied for registration with Glasgow City Council?

Yes

No

If Yes, please enter their registration/application number.

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If No - please enter their name and address here, ask them to complete pages 13 - 21

Please include flat position, street number and postcode.

### See Note 6

What would you like to use as the contact address for this property?  
Please note this is the address which will appear on the public register.

Your Address

Your Agents Address

Another address:  
Please specify including flat position, street number and postcode



**SECTION 2 - PROPERTY (4)**

If Yes, but you do not know their registration number - please enter their name and address here and ask them to complete Pages 13 - 21 of this form and return it to us. You may need to pay a fee for your agent. Please include flat position, street number and postcode?

Do you jointly own this property with anyone else?

Yes       No

All joint owners of any let house must be registered. Your application cannot be approved until both you and any joint owners have submitted applications and have been assessed as fit and proper persons.

If you jointly own this property, have the other joint owners been registered or applied for registration with Glasgow City Council?

Yes       No

If Yes, please enter their registration/application number.

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If No - please enter their name and address here, ask them to complete pages 13 - 21

Please include flat position, street number and postcode.

**See Note 6**

What would you like to use as the contact address for this property?  
Please note this is the address which will appear on the public register.

Your Address       Your Agents Address

Another address:  
Please specify including flat position, street number and postcode



**SECTION 2 - PROPERTY (5)**

If Yes, but you do not know their registration number - please enter their name and address here and ask them to complete Pages 13 - 21 of this form and return it to us. You may need to pay a fee for your agent. Please include flat position, street number and postcode?

Do you jointly own this property with anyone else?

Yes

No

All joint owners of any let house must be registered. Your application cannot be approved until both you and any joint owners have submitted applications and have been assessed as fit and proper persons.

If you jointly own this property, have the other joint owners been registered or applied for registration with Glasgow City Council?

Yes

No

If Yes, please enter their registration/application number.

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If No - please enter their name and address here, ask them to complete pages 13 - 21

Please include flat position, street number and postcode.

**See Note 6**

What would you like to use as the contact address for this property?  
Please note this is the address which will appear on the public register.

Your Address

Your Agents Address

Another address:  
Please specify including flat position, street number and postcode



## SECTION 2 - PROPERTY (6)

If Yes, but you do not know their registration number - please enter their name and address here and ask them to complete Pages 13 - 21 of this form and return it to us. You may need to pay a fee for your agent. Please include flat position, street number and postcode?

Do you jointly own this property with anyone else?

Yes       No

All joint owners of any let house must be registered. Your application cannot be approved until both you and any joint owners have submitted applications and have been assessed as fit and proper persons.

If you jointly own this property, have the other joint owners been registered or applied for registration with Glasgow City Council?

Yes       No

If Yes, please enter their registration/application number.

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If No - please enter their name and address here, ask them to complete pages 13 - 21

Please include flat position, street number and postcode.

### See Note 6

What would you like to use as the contact address for this property?  
Please note this is the address which will appear on the public register.

Your Address       Your Agents Address

Another address:  
Please specify including flat position, street number and postcode

## ANNEX 1: SUMMARY OF LEGAL OBLIGATIONS ON LANDLORDS

The material to which a local authority must have regard, under section 85, in deciding whether an applicant is a fit and proper person to act as a landlord, includes material which shows that the applicant has “contravened any provision of the law relating to housing, or landlord and tenant law.”

This Annex provides a brief guide to the range of issues which are covered by those legal requirements. This list is not exhaustive however it does cover the main areas of legal responsibility in respect of property letting.

The exact obligations on landlords depend on the type of tenancy or occupancy arrangement in place.

- The tenant must be given details of the landlord’s name and address. Where an assured or short assured tenancy exists, a written agreement must be provided.
- Correct legal procedures for seeking possession of the accommodation (if the tenant does not leave when they are asked to). In most cases this means giving proper notice, and ultimately getting a Court Order. Under the Rent (Scotland) Act 1984, it is a criminal offence to evict a tenant unlawfully, or to use harassment to try to make them leave.
- Various rules apply to the charging and handling of rents and deposits:
  - ▶ No charge must be made for a person to have their name put on a list for accommodation.
  - ▶ No charge must be made for drawing up or copying the tenancy agreement.
  - ▶ If a deposit is required, it must be no more than the equivalent of two months’ rent.
  - ▶ If rent is paid weekly, the landlord must issue a rent book and enter a receipt for each weekly payment.
  - ▶ The tenant cannot be required to pay rent before the start of a rental period to which it relates.
  - ▶ Proper procedures must be followed before changing the amount of rent to be charged.
- From 2 July 2012 landlords have a legal responsibility to place tenant’s deposits into an approved tenancy deposit scheme. Details of the approved tenancy deposit schemes, and the timescales for paying in deposits is available <https://www.mygov.scot/tenancy-deposits-tenants/>.
- It is now a legal requirement that the landlord registration number must be displayed within the advertisement for rental property along with the EPC rating of the property.
- From 1 May 2013, any tenancies created before 1 December 2017, the landlord must provide tenants with a tenant information pack.
- The Landlord has a duty to ensure the property meets the repairing standard at the start of the tenancy or earlier and throughout the duration of tenancy. In addition, the Landlord must tell the tenant about the effect of the Repairing Standard and the Housing and Property Chamber, First Tier Tribunal for Scotland arrangements on the tenancy.

Comprehensive information on the Repairing Standard is published on the website of the Private Rented Housing Panel (PRHP) get more information <https://www.housingandpropertychamber.scot/>.

- The landlord must have any gas appliances checked annually by a Gas Safe registered engineer. The Landlord must provide tenants with a record of the check within 28 days or to a new tenant before they move in and keep the records of each safety check for at least 2 years. Repair and maintenance work must be carried out by a Gas Safe registered engineer. More information can be found at <https://www.hse.gov.uk/gas/landlords/>.

## ANNEX 1: SUMMARY OF LEGAL OBLIGATIONS ON LANDLORDS

- The repairing standard includes a duty to ensure that homes have smoke and fire detectors. The Landlord must ensure the property has satisfactory provision for detecting fires and for giving warning in the event of fire or suspected fire. New guidance was published in October 2013.

The revised Domestic Technical Handbook guidance states there should be at least:

- One functioning smoke alarm in every room which is frequently used by the occupants for general daytime living purposes.
- One functioning smoke alarm in every circulation space, such as hallways and landings.
- One heat alarm in every kitchen.
- All alarms should be interlinked.

More information can be found at <https://www.gov.scot/publications/fire-safety-guidance-private-rented-properties/>

- All furniture and furnishings provided by the landlord must comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988.
- From 1 December 2015 the repairing standard will include a duty to ensure that homes have carbon monoxide (CO) detectors. CO alarms must have a battery that lasts the life of the alarm in each room housing a gas appliance (other than those used solely for cooking) and in any living room or bedroom if a flue from these appliances runs through it. Scottish Government guidance on the number, type and location of detectors can be found at <https://www.housingandpropertychamber.scot/repairs/repairs-application-and-guidance>.
- From 1 December 2015 the repairing standard will also require landlords to carry out an electrical safety inspection at least every 5 years. The electrical safety inspection has two parts, an Electrical Installation Condition Report (EICR) completed by an approved electrician and a Portable Appliance Test (PAT) which can be carried out by an approved electrician or a landlord who has completed a relevant training course. The PAT sets a retest date for each appliance and this will usually be more frequent than 5 years. Scottish Government guidance on the format of electrical safety inspections is published on the website of the Housing and Property Chamber, First Tier Tribunal for Scotland at here or seek advice from an approved electrician.
- The Landlord must ensure that the property has a valid Energy Performance Certificate (EPC). An EPC lasts for 10 years and from 9 January 2013 must be included with all advertising of rental property. Further details can be obtained on the Scottish Building Standards Agency website .
- Landlords have a duty to carry out a risk assessment of hot and cold water systems for Legionnaire's disease. Under the Control of Substances Hazardous to Health Regulation 2002, landlords are responsible for ensuring that the risk of exposure to legionella in rented property is properly assessed and controlled. Part 2 of the HSE guidance published at <http://www.hse.gov.uk/pubns/books/hsg274.htm> gives information on landlord's duties. You can also get information on legionella from the Health and Safety Executive website.
- In flats and tenements, landlords share the responsibility with all owners within the building to maintain any part of the building that provides, or is intended to provide, support or shelter to any other part. The repairing standard includes work to common parts of a building, which the tenant is entitled to use. For more information about rights and responsibilities in relation to common parts [http://www.underoneroof.scot/articles/1138/Dealing\\_with\\_Damage/Common\\_building\\_insurance](http://www.underoneroof.scot/articles/1138/Dealing_with_Damage/Common_building_insurance).

## ANNEX 1: SUMMARY OF LEGAL OBLIGATIONS ON LANDLORDS

- The landlord must comply with any statutory notices requiring property he or she owns to be repaired, brought up to a higher standard or closed.
- The owner of an HMO must hold a licence from the local authority and must comply with the conditions of that license.
- It is a legal requirement of a landlord to take lawful action to address any antisocial behaviour by their tenants in and around the property. This means that if tenants are acting in a way that causes or is likely to cause alarm, distress, nuisance or annoyance to anyone living near their home, the landlord must take action.
- A landlord must ensure that no person or group of persons is treated less favourably than any other person or group of persons because of their race, colour, ethnic or national origin, sex, disability or sexual orientation.
- You can get further information on the Glasgow City Council website [Private Landlord Support](#).