

**East Ayrshire**  
COUNCIL

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

You can use this form to apply for registration as a landlord or landlord's agent with East Ayrshire Council. There are notes at the end to help you. For more information or advice, please contact

**East Ayrshire Council,  
Department of Neighbourhood Services  
Private Sector Housing Unit,  
John Dickie Street,  
Kilmarnock  
KA1 1BY  
Tel: 01563 576675/554880  
E-mail: [landlordregistration@east-ayrshire.gov.uk](mailto:landlordregistration@east-ayrshire.gov.uk)**

You can also apply online, at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk). There is a 10% discount for applying online.

You must register with each local authority in whose area you let 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, 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 (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 (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 for 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 whether 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.

## Section 1 – About you

### Individual applicants

Title

First name

Other names

Surname

Date of birth

Any other names by which you are, or have been, known

Tel No : Home  Work  Mobile

### Organisations

Organisation name

Company registration number (if applicable)

### Organisation contact person

Name

Position in organisation

Is this organisation a registered charity?  
If so, please enter the charity registration number

### All applicants

Address, including postcode

How long have you lived at this address?

Please give any other addresses where you have lived within the last 5 years

Address, including postcode

How long have you lived at this address?

Email address (optional – if you enter an email address we will use this to contact you in most circumstances)

Do you have any unspent convictions, or have you ever had any court or tribunal judgements against you under discrimination legislation? (Note 3)

Yes  No

If yes, please give details

Conviction or description of case	Date	Court or tribunal which heard the case

Do you hold any registrations or licences (Note 4) in connection with letting houses anywhere in the UK? (You need not include HMO licences for properties listed later in this application)

Yes  No

Have you had any such registrations or 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 no

Do you hold any voluntary accreditations (Note 4) 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 no

**If you wish to register property in the East Ayrshire area, please continue to the next section.**

*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 wish to register any property, please go to section 3.**

## Section 2 – Properties

Address of the property, including postcode

Is this property a House in Multiple Occupation? (Note 5)

Yes  No

If yes, please give the HMO licence number

Is this property an Accredited property?

Yes  No

Does an agent act for you in relation to this property?

Yes  No

*An agent is anyone who acts for you in relation to a house you let. This may be a professional such as a letting agent or solicitor, or a friend or relative who looks after the property, arranges repairs, collects rents and so on. You must declare any agent you use. Your application cannot be approved until both you and any agents you use have been approved.*

If yes – Has this person already registered, or applied for registration, with Somewhere Council?

Yes  No

If yes, please enter their registration/application number

If no – please enter their name and address here, then ask them to complete the attached form and return it to us. You will need to pay a fee for your agent

Name

Address

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 been approved.*

If yes – Has this person already registered, or applied for registration, with Somewhere Council?

Yes  No

If yes, please enter their registration/application number.

If no – please enter their name and address here, and say whether they are a member of your family. Then ask them to complete the attached form and return it to us. You will need to pay a fee for any joint owner who is not a member of your family and is not already registered.

Name

Address

Is this person a member of your family?

Yes  No

What do you want to use as the contact address for this property?

your address

your agent's address

another address – please give details.

## Section 3 – Declarations

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

Information on the law and good practice in letting is available from  
**East Ayrshire Council, Department of Neighbourhood Services**  
**Private Sector Housing Unit, John Dickie Street, Kilmarnock, KA1 1BY**  
**Tel: 01563 576675**

**E-mail: [landlordregistration@east-ayrshire.gov.uk](mailto:landlordregistration@east-ayrshire.gov.uk), online at [www.betterrentingscotland.com](http://www.betterrentingscotland.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 give 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. [tick]

I agree that in order to determine whether I am a fit and proper person to act as a landlord, or act for a landlord, in terms of the anti social behaviour etc (Scotland) Act 2004, East Ayrshire Council may:

- **Use other information it holds about me.** [tick]
- **Share the information provided in this form, and other relevant information it holds about me, with other local authorities in Scotland to which I have applied for registration.** [tick]
- **Share the information provided in this form and other relevant information it holds about me, with external agencies.** [tick]
- **Seek information from other external agencies.** [tick]

I understand that it is my responsibility to notify East Ayrshire Council of any changes in my circumstances which may affect registration. [tick]

**(failure to do so may result in your application being refused or revoked)**

Signed

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Date

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Print name

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The Council will notify you of the outcome of your application. Registration lasts for 3 years from the date an application is approved. You must inform the Council 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.

### Payment

Please see Note 6 to calculate how much you have to pay for this application.

Once you have completed and returned this application form, we will issue you with an invoice and details of where to pay.

## **Note 1**

To be registered, landlords and their agents must be 'fit and proper' to let residential property. Local authorities must take account of any evidence that the person has:

- committed any offence involving fraud, dishonesty, violence or drugs
- practised unlawful discrimination in connection with any business
- contravened any provision of the law relating to housing, or landlord and tenant law

and the person's actions, or failure to act, in relation to any antisocial behaviour affecting a house they let or manage.

In addition to the information provided on the form, the local authority will also take account of any other relevant information they hold about you. They will make a balanced judgement on the basis of all the available information, there is no automatic refusal.

If you let property in more than one local authority area, the authorities will share information to ensure they have all relevant details, but each authority will make its decision independently.

## **Note 2**

Exemptions apply to properties rather than to 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:

- the only or main residence of the landlord, where there are not more than two lodgers
- let under an agricultural or crofting tenancy
- occupied under a liferent
- used for holiday lets only
- regulated by the Care Commission, in certain categories
- owned by a religious organisation and occupied by a leader or preacher of that faith
- occupied only by members of a religious order
- let to members of the landlord's family only
- held by an executor
- possessed by a heritable creditor
- 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.

## **Note 3**

'Discrimination legislation' means:

- the Equal Pay Act 1970
- the Sex Discrimination Act 1975
- the Race Relations Act 1976
- the Disability Discrimination Act 1995
- the Employment Equality (Sexual Orientation) Regulations 2003
- the Employment Equality (Religion or Belief) Regulations 2003

#### **Note 4**

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 Antisocial 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.

#### **Note 5**

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 6**

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

#### **Principal fees**

£55 for the main applicant

£27.50 for each agent who has not registered or applied for registration separately and who acts only in relation to one property

£55 for each joint owner who has not registered or applied for registration separately, and who is not a member of your family.

You do not have to pay a principal fee for anyone who holds an HMO licence from East Ayrshire Council, or who is accredited with the East Ayrshire Council Landlord Accrediation Scheme.

#### **Property fees**

£11 for each house

**Registered charities** pay only 20% of the total amount.

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

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Private Sector Housing Unit,  
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KA1 1BY  
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# **APPLICATION FOR LANDLORD REGISTRATION**

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

### **Details of agent/joint owner**

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 at the end to help you. For more information or advice, please contact

**East Ayrshire Council,  
Department of Neighbourhood Services  
Private Sector Housing Unit,  
John Dickie Street,  
Kilmarnock  
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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 (Note 1). The owner of every let property must register, and must declare anyone who acts for them in relation to their letting. All joint owners must be registered. There are only a few exceptions from the requirement to register (Note 2).

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 whether 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 to

**East Ayrshire Council,  
Department of Neighbourhood Services  
Private Sector Housing Unit,  
John Dickie Street,  
Kilmarnock  
KA1 1BY  
Tel: 01563 576675/554880  
E-mail: [landlordregistration@east-ayrshire.gov.uk](mailto:landlordregistration@east-ayrshire.gov.uk)**

## About you

### Individual applicants

Title

First name

Other names

Surname

Date of birth

Any other names by which you are, or have been, known

### Organisations

Organisation name

Company registration number (if applicable)

### Organisation contact person

Name

Position in organisation

Is this organisation a registered charity?

If so, please enter the charity registration number

### All applicants

Address, including postcode

How long have you lived at this address?

Please give any other addresses where you have lived within the last 5 years

Address, including postcode

How long have you lived at this address?

Email address (optional – if you enter an email address we will use this to contact you in most circumstances)

Do you have any unspent convictions, or have you ever had any court or tribunal judgements against you under discrimination legislation? (Note 3)

Yes  No

If yes, please give details

Conviction or description of case	Date	Court or tribunal which heard the case

Do you hold any registrations or licences (Note 4) in connection with letting houses anywhere in the UK? (You need not include HMO licences for properties listed later in this application)

Yes  No

Have you had any such registrations or 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 no

Do you hold any voluntary accreditations (Note 4) 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 no

## Declarations

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

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- **Share the information provided in this form and other relevant information it holds about me, with external agencies.** [tick]
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I understand that it is my responsibility to notify East Ayrshire Council of any changes in my circumstances which may affect registration. [tick]

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Signed

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Date

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Print name

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- the only or main residence of the landlord, where there are not more than two lodgers
- let under an agricultural or crofting tenancy
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- used for holiday lets only
- regulated by the Care Commission, in certain categories
- owned by a religious organisation and occupied by a leader or preacher of that faith
- occupied only by members of a religious order
- let to members of the landlord's family only
- held by an executor
- possessed by a heritable creditor
- 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.

## **Note 3**

'Discrimination legislation' means:

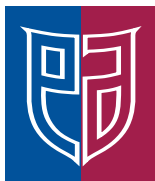
- the Equal Pay Act 1970
- the Sex Discrimination Act 1975
- the Race Relations Act 1976
- the Disability Discrimination Act 1995
- the Employment Equality (Sexual Orientation) Regulations 2003
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East Ayrshire  

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