



Landlord Registration Antisocial Behaviour etc (Scotland) Act

APPLICATION FORM

You can apply for Landlord Registration online at:
www.landlordregistrationscotland.gov.uk
and receive a 10% discount on your fees.

OR

Return this form with full payment (cheques payable to Dundee City Council) to the address below.

You must register with each local authority where you let property. If you own properties in more than one area, applying online will allow you to register all your properties at the same time and reduce your total fee.

Please refer to our Guidance Notes for assistance completing this form.

**Private Sector Services Unit
Landlord Registration Team
Dundee City Council
Dundee House
50 North Lindsay Street
DUNDEE DD1 1NB**

Telephone: (01382) 436848 / 436849

Email: landlord.registration@dundeecity.gov.uk

This information is made available in large print or in an alternative format that meets your needs.	
Chinese	欲知詳情, 請致電: 01382 435825
Russian	Более подробную информацию можно получить позвонив по телефону: 01382 435825
Urdu	مزید معلومات کے لئے برائے مہربانی 01382 435825 پر فون کریں۔
Polish	po dalszą informację zadzwoń pod numer 01382 435825
Alternative Formats	For further information please contact 01382 307293

We recommend that you use Recorded Delivery or Special Delivery to ensure safe delivery to/receipt by Dundee City Council

Please read the following statements and tick the appropriate box(es):

- ☐ **I am a LANDLORD registering for the first time**
- ☐ **I am an AGENT registering for the first time**
- ☐ **I am RENEWING my existing registration**

My Registration Number is _____ / 180 / _____

Section 1 – About You

The person named in this section will be the lead owner for registration purposes
(refer to **Item 8.2.3** of Guidance Notes for further information)

Are you applying for registration as an: Individual (complete **Part A**) OR Organisation (complete **Part B**)

Part A – Individual Applicant

You will need to have the following information to help you complete Part A:

- ≡ Your full name, any other names you have or have had (maiden or previous names); and
- ≡ Your date of birth.

Title	First Name	Middle Name(s)	Surname	Date of Birth (dd/mm/yyyy)

Any other names by which you are, or have been, known (eg maiden name)

Part B – Organisation or Company

You will need to have the following information to help you complete Part B:

- ≡ Name of organisation and contact person.
- ≡ Company Registration Number or Charity Number.

Organisation Name	
Company Registration Number (if applicable)	
Name of Contact Person	
Position in Company	

Charity Number (if applicable)	
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Part C – All Applicants

You will need to have the following information to help you complete Part C:

- ≡ Current home/trading address, e-mail address and telephone number(s).
- ≡ Previous home/trading address(es) for past 5 years.
- ≡ Details of any convictions (spent or unspent), and court or tribunal judgements issued against you under housing law, landlord and tenant law, or discrimination legislation.
- ≡ Details of any previous or current Repairing Standard Enforcement Orders issued by the Private Rented Housing Panel.
- ≡ Details of any Antisocial Behaviour Order or Interim Antisocial Behaviour Orders served on you, or a tenant residing at any of your properties.
- ≡ Details of any Houses in Multiple Occupation (HMO) Licences and voluntary accreditations you hold in Scotland (if applicable).

Please provide us with your e-mail address and telephone number as we will use this to contact you in most circumstances **(these details will not be available on the public search)**.

E-mail Address			
Telephone Number(s)	Home		Mobile

INDIVIDUALS please provide your current home address, including postcode.
ORGANISATIONS please provide the current business address, including postcode.

Address (including flat position if applicable)	Town	Postcode	How long have you lived/traded at this address?	
			Years	Months

All postal communications will go to the above address, unless you wish to provide an alternative **CORRESPONDENCE** address for this purpose in the box below. Please explain why you have chosen this address.

Address (including flat position if applicable)	Postcode
Reason	

Please list all other address(es) where you have lived/traded from **within the last 5 years**.

Address (including flat position if applicable)	Town	Postcode	How long have you lived/traded at this address?	
			Years	Months

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Convictions

1. Do you have any spent or unspent convictions for offences involving: (refer to Item 10 of Guidance Notes for further information)			
Fraud/dishonesty	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Violence	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Drugs	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Discrimination	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Housing Law	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Firearms	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Sexual Offences	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

2. Have you had any court or tribunal judgements under:			
Housing Law	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Landlord and Tenant Law	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Discrimination	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

3. Do you have any previous or current Repairing Standard Enforcement Orders issued by the Private Rented Housing Panel?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If you answered YES to questions (1, 2 or 3) above, please provide details in this table:

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

4. Have you, or a tenant residing at any of your properties, ever been served with an Antisocial Behaviour Order or an Interim Antisocial Behaviour Order?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If YES, please provide details below (refer to **Item 10.7** of Guidance Notes)

Court	Local Authority	Please indicate whether it was you or your tenant who was served with the Order	Date

5. Have you, or any of your properties, ever been subject to an Antisocial Behaviour Notice?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please provide details below (<i>refer to Item 10.8 of Guidance Notes</i>)			
Local Authority		Date	

6. Do you hold any HMO Licences in Scotland?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please provide details below (<i>refer to Item 9.2 of Guidance Notes</i>)			
Local Authority		Date	

7. Have you ever had a registration or HMO Licence refused or revoked?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please give details below:			
Description	Local Authority	Date Refused/Revoked	

8. Do you hold any voluntary accreditations in connection with letting houses in the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please give details below (<i>refer to Item 9.3 of Guidance Notes for further information</i>):			
Organisation/Local Authority	Reference Number	Local Authority Approving the Scheme (if applicable)	

**To register property(ies) in the Dundee City Council area,
please go to Section 2, otherwise please go to Section 4**

Section 2 – Properties

You will need the following to complete this section:

- ≡ Address of each property you own and let or intend to let (including flat location and postcode).
- ≡ Agent's details (if applicable), including their registration number.
- ≡ Joint owner(s) details (if applicable), including registration number (**a joint owner is anyone named on the title deeds of the property**). Joint owners who are not already registered, must complete Section 3 and sign the declaration at Section 4.
- ≡ Contact address for each property (this will be the address shown on the public search).

(You can refer to Guidance Notes for further information).

1. How many properties do you own in Dundee for rental purposes? _____

If more than 2 please photocopy page 7 as required.

Property Address (including flat location)			Postcode
Is this an HMO property?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Licence No (if known)	
Is this an Accredited property?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Ref No	
Is this property jointly owned?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is/are the Joint Owner(s) already registered?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Joint Owner's Name		Registration No	/ 180 /
Joint Owner's Name		Registration No	/ 180 /
Please complete Section 3 for <u>each</u> Joint Owner			
Is this property managed by an agent?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is the Agent already registered?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Registration No	/ 180 /
Agent's Name and Address			
What is the contact address for this property?			
My home/business address	<input type="checkbox"/>	Agent's address	<input type="checkbox"/>
My correspondence address	<input type="checkbox"/>	Other address (details below and explanation for this choice)	<input type="checkbox"/>
Reason			

Additional Properties

Property Address (including flat location)			Postcode
Is this an HMO property?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Licence No (if known)	
Is this an Accredited property?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Ref No	
Is this property jointly owned?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is/are the Joint Owner(s) already registered?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Joint Owner's Name		Registration No	/ 180 /
Joint Owner's Name		Registration No	/ 180 /
Joint Owner's Name		Registration No	/ 180 /
Joint Owner's Name		Registration No	/ 180 /
Please complete Section 3 for <u>each</u> Joint Owner			
Is this property managed by an agent?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is the Agent already registered?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Registration No	/ 180 /
Agent's Name and Address			
What is the contact address for this property?			
My home/business address	<input type="checkbox"/>	Agent's address	<input type="checkbox"/>
My correspondence address	<input type="checkbox"/>	Other address (details below and explanation for this choice)	<input type="checkbox"/>
Reason			

To register joint owner(s), please go to Section 3, otherwise if you have no joint owners, please continue to Section 4.

Section 3 – Joint Owner(s) Details

A joint owner is anyone else named on the title deeds of the rental property.

This Section is to be completed for all joint owners and their signature provided on page 13 (please photocopy this Section as required).

To complete this Section you will require:

- ≡ Their full name, any other names they have or have had (maiden or previous names) and date of birth.
- ≡ Their current home address.
- ≡ Their previous home address(es) for past 5 years.
- ≡ Details of any convictions (spent or unspent) and court or tribunal judgements issued against them under housing law, landlord and tenant law, or discrimination legislation.
- ≡ Details of any previous or current Repairing Standard Enforcement Orders issued to them by the Private Rented Housing Panel.
- ≡ Details of any Antisocial Behaviour Order or Interim Antisocial Behaviour Orders served on them, or a tenant residing at any of their properties.
- ≡ Details of any HMO Licences and voluntary accreditations they hold in Scotland (if applicable).

Title	First Name	Middle Name(s)	Surname	Date of Birth (dd/mm/yyyy)
Any other names by which the joint owner is, or has been, known (eg maiden name)				
Please provide us with the joint owner's e-mail address and telephone number as we will use this to contact them in most circumstances (these details will not be available on the public search) .				
E-mail Address				
Telephone No(s)	Home		Mobile	
INDIVIDUALS Please provide your current home address, including postcode: ORGANISATIONS Please provide the current business address, including postcode:				
Address (including flat position if applicable)	Town	Postcode	How long have you lived/traded at this address?	
			Years	Months

All postal communications will go to the above address, unless you wish to provide an alternative **CORRESPONDENCE** address for this purpose in the box below. Please explain why this address has been chosen.

Address (including flat position if known)		Postcode
Reason		

Please list any other address(es) where the joint owner has lived/traded from **within the last 5 years**.

Address (including flat position if applicable)	Town	Postcode	How long did they live/trade at this address?	
			Years	Months

Convictions

(refer to **Item 10** of Guidance Notes for further information)

1. Do you have any spent or unspent convictions for offences involving:			
Fraud/dishonesty	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Violence	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Drugs	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Discrimination	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Housing Law	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Firearms	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Sexual Offences	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

2. Have you had any court or tribunal judgements under:			
Housing Law	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Landlord and Tenant Law	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Discrimination	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

3. Do you have any previous or current Repairing Standard Enforcement Orders issued by the Private Rented Housing Panel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you answered YES to questions (10, 11 or 12) above, please provide details in this table:

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

4. Has the joint owner, or a tenant residing at any of their properties, ever been served with an Antisocial Behaviour Order or an Interim Antisocial Behaviour Order?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If YES, please provide details below (*refer to Item 10.7 of Guidance Notes*)

Court	Local Authority	Please indicate whether it was the joint owner or their tenant who was served with the Order	Date

5. Has the joint owner, or any of their properties, ever been subject to an Antisocial Behaviour Notice?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If YES, please provide details below (*refer to Item 10.8 of Guidance Notes*)

Local Authority	Date

6. Does the joint owner hold any HMO Licences in Scotland?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please provide details below (<i>refer to Item 9.2 of Guidance Notes</i>)			
Local Authority		Date	

7. Has the joint owner ever had a registration or HMO Licence refused or revoked?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please give details below:			
Description	Organisation	Date Refused/Revoked	

8. Does the joint owner hold any voluntary accreditations in connection with letting houses in the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please give details below (<i>refer to Item 9.3 of Guidance Notes</i>)			
Organisation	Reference Number	Local Authority Approving the Scheme	

Please continue to Section 4

Section 4 – Declaration by Owner(s)

The Data Protection Act 1998

Dundee City Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal information you have provided will be used to process your application for Landlord Registration in terms of the Antisocial Behaviour etc (Scotland) Act 2004. Your data may be disclosed to Police Scotland and other Council Departments who may become involved in the processing of the application, as well as Elected Members where they are required to determine the application; the Council may also share this information with other Local Authorities in Scotland.

Dundee City Council is the registered data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Legal Manager and Data Protection Officer, Kenny McKaig, on telephone (01382) 434577. A copy of the Council's Data Protection Policy can be obtained by writing to the Legal Manager and Data Protection Officer, Support Services, Corporate Services Department, 21 City Square, Dundee, DD1 3BY.

Good Practice Information

Information on the law and good practice in letting is available from Dundee City Council or online at <http://www.dundee.gov.uk/housing/privatesector/> and <https://rentingscotland.org>

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

Important

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 (refer to *Item 6 of Guidance Notes*).

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 whom 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. Information is shared in terms of the Antisocial Behaviour etc (Scotland) Act 2004 in terms of s139.

I / we declare that I / we comply with all legal requirements relating to my / our letting of houses and that the information given in this form is correct to the best of my / our knowledge.

Lead Owner Signature		Date	
Print Name			
Joint Owner Signature		Date	
Print Name			
Joint Owner Signature		Date	
Print Name			