

Application for Landlord Registration

under the Antisocial Behaviour etc (Scotland) Act 2004

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:

.....
.....

Contact telephone number:.....

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). Please continue on a separate sheet if necessary.

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 Midlothian Council 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. Please continue on a separate sheet if necessary

If you do not wish to register any property, please go to section 3.

Section 2 – Properties

Address of the property, including postcode:

.....
.....
.....
.....

(please continue on a separate sheet if necessary)

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 Midlothian 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 Midlothian 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:.....

.....

.....

Date of birth:.....

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 The Homeless Unit, Buccleuch House, Buccleuch Street, Dalkeith, Tel. 0131 271 3613/3618, online at 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 each local authority to which I am applying may use other information it holds about me to determine whether I am a fit and proper person to act as a landlord, or to act for a landlord, in terms of the Antisocial Behaviour etc (Scotland) Act 2004.

I agree that the local authorities to which I am applying may share relevant information they hold about me with one another, to help those authorities determine whether I am a fit and proper person to act as a landlord, or to act for a landlord, in terms of the Antisocial Behaviour etc. (Scotland) Act 2004

Signed:.....

Date:.....

Print name:.....

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.

You can pay for this application in the following ways: by cheque/postal order made payable to Midlothian Council. Cash payments can be made at Buccleuch House, Buccleuch Street, Dalkeith.