

# Application for Landlord Registration

**Under the Antisocial Behaviour etc (Scotland) Act 2004**

You can use this form to apply for registration as a landlord with East Dunbartonshire Council.  
Please read the accompanying notes to help you.

**For more information or advice, please contact:**

Landlord Registration Officer  
Kirkintilloch Community Hub  
2 –4 West High Street  
Kirkintilloch  
G66 1AD

Tel. 0141 578 2161

Email [landlordregistration@eastdunbarton.gov.uk](mailto:landlordregistration@eastdunbarton.gov.uk)

Payment must be made at the time of application. The principal fee of registration is **£65** plus **£15** per property. If a late fee is applicable the fee of **£130** should also be paid. Payment for paper applications is accepted via cheque or can be paid in via our payment machines in the Community Hubs. The cheque or proof of payment should be attached to the application form

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 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 in Scotland are 'fit and proper' to be letting residential property. 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.

You can also register if you do not own any property, to show that you are 'fit and proper' 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.



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**East Dunbartonshire Council**

[www.eastdunbarton.gov.uk](http://www.eastdunbarton.gov.uk)

## Question 1 – About your application

Are you renewing an existing registration?  Yes  No

If yes, please provide your registration number

Which of the following describes you?

I am applying as an individual.  (go to question 2a)

I am applying on behalf of an organisation.  (go to question 2b)

## Question 2a - only complete if an individual

### Personal details

First name (s)

Last name

Other names by which you may be known

Date of Birth (for example 03 09 1980)

Email address

Contact Telephone Number

## Question 2b - only complete if an organisation

### Organisation details

Organisation name

Your full name and position in organisation

Company registration number (if applicable)

Scottish Charity number (if applicable)

### Question 3 - your address history

Please provide your home address history for the last **5 years** with no gaps or overlaps, starting with the most recent. Please confirm that dates you resided at these properties. If the applicant is an organisation, please provide the business address for the organisation.

Address (*history for last 5 years*)

Postcode

Date from

Date to

## Prescribed Information – Landlord obligations

The following questions will ask you to confirm that you understand, and currently meet where applicable, the obligations involved in letting residential property in Scotland.

These obligations are not new, they already exist, but the Prescribed Information change introduced in September 2019 asks landlords to confirm their compliance on each individual element.

### Question 4 – the Tolerable and Repairing standards

As a landlord, please confirm you understand and meet your obligations with regard to the Tolerable and Repairing standard for any properties you let:

Yes  No

### Question 5 – Gas Safe certification

Do you have a current gas safety certificates for all your rental properties that use gas?

Yes  No  Not Applicable

### Question 6 – 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

### Question 7 – Electrical appliance testing

Where you have supplied electrical appliances have current portable appliance tests (PAT) been conducted in all of your properties?

Yes  No  Not Applicable

### Question 8 - 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

## Question 9 – Carbon monoxide detection

Does every property you rent out meet statutory guidance for carbon monoxide alarms?

Yes  No

## Question 10 – Private water supply

Are any of your properties served by a private water supply (a private water supply is one NOT provided by Scottish Water).

Yes  No  Not Applicable

## Question 10a – Private Water Supply (continued)

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

Yes  No  Not Applicable

## Question 11 – Energy performance

Do your let properties have a valid Energy Performance Certificate (EPC)?

Yes  No  Not Applicable

## Question 12 – Legionella risk assessment

Has a Legionella risk assessment been carried out on every rental property and have safety concerns addressed?

Yes  No  Not Applicable

## Question 13 – Rental property insurance

Do you have the appropriate buildings insurance? If you rent out a property that is a flat or tenement is this reflected in your insurance?

Yes  No  Not Applicable

## Question 14 – Common repair obligations

Are you aware of your responsibilities and obligations around your let properties in relation to Common Repairs?

Yes  No  Not Applicable

## Question 15 – Tenancy deposits

If you plan to take or have taken a deposit are you aware of and have you met your tenancy deposit obligations?

Yes

No

## Question 16 – convictions and judgements

This information will be used by the local authority to assess your application.

Do you have any relevant unspent criminal convictions and convictions considered spent under the Rehabilitation of Offenders Act 1974 unless they are “protected” convictions relating to:

- Fraud/dishonesty
- Violence
- Drugs
- Discrimination
- Firearms
- Sexual offences within the meaning of section 210a of the Criminal Procedure (Sc) Act 1995
- Housing law

Do you have any court judgements or tribunal decisions against you relating to:

- housing law
- landlord and tenant law
- discrimination legislation, for example: Equality Act 2010
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003

Yes *(please provide details below, if required use a separate sheet)*

No

Date of sentence or tribunal judgement	The court or tribunal where your case was heard	Description	Sentence or decision
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Question 17 – Antisocial Behaviour Orders (ASBOs)

Have you or your tenants ever been served with an ASBO

Yes (provide details below)

No

Date	Court	Local authority	Was it you, your tenant or their visitor who was served with the order?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Question 18 – Antisocial Behaviour Notices (ASBNs)

Have you or your tenants ever been served with an ASBN

Yes (provide details below)

No

Date	Local authority and property address
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## Question 19 – licences, registration and accreditations

Part a – do you hold any licences, registrations or accreditations (related to housing?)

Yes (provide details below)  No

Awarding body

Description or number

Part b – Have you ever had a registration, licence or accreditation related to letting a house in the UK refused or revoked?

Yes (provide details below)  No

Date refused or  
revoked

Refused or revoked by  
(organisation name)



## Question 20 – about your rental properties

Please use this section to enter details of your rental property.

If you have more than one rental property please use the additional properties sheet.

Address and postcode of rental property

Is this property jointly owned? (see notes for important information regarding joint owners)

Yes – please provide details below       No

Name and address of joint owner

Joint owner registration number

Is this property a house in multiple occupation (HMO)?  
(see notes for important information regarding HMOs)

Yes – please provide details below       No

HMO Licence number

HMO Licence expiry date

Does this property have a Repairing Standards Enforcement Order (RSEO)?

Yes – please provide details below       No

RSEO reference number

Does an agent manage this property on your behalf?

Yes – please provide details below       No

Scottish Letting Agent Registration Number

Name and Address of agent

## Question 21 – the public register

Please choose the address you wish to show on the public register?

This will be the address made available on <https://landlordregistrationscotland.gov.uk/>

Your contact address

Your agent's address

a different address (please provide details below)

I declare that I comply with all legal requirements relating to my letting of houses. Full information on requirements for landlords can be found at <https://www.mygov.scot/renting-your-property-out/>. If in doubt about legal requirements you should consult a solicitor or professional letting agent.

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

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 which 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. They may also share and seek relevant information with the Police Scotland and, if appropriate, other relevant authorities. Information is shared in terms of the Antisocial Behaviour etc. (Scotland) Act 2004 in terms of s 139.

Signed

Date

Print name

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Yes – please provide details below       No

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