

# LANDLORD REGISTRATION CHECKLIST - SCOTLAND



**MURRAY PROPERTY HOLDINGS**  
ASSET BACKED INVESTMENTS

# LANDLORD REGISTRATION CHECKLIST - SCOTLAND



Landlord registration is a **legal requirement** in Scotland. Whether you are a first-time landlord or an experienced portfolio owner, this checklist will help ensure you are compliant with Scottish legislation.

Landlord registration in Scotland is governed by Part 8 of the Antisocial Behaviour (Scotland) Act 2004. It is an offence to let any house out, without being registered.

All private landlords letting residential property **MUST** register in the Register of Landlords, to let property, protecting tenants and their neighbours from the impact of antisocial behaviour and mismanaged property.

Are you registered? Don't leave it to chance!

*\*Remember this guide is for 'information purposes' only. Always check the Scottish Landlord Register website for full information and requirements.*

*Murray Property Holdings*

NB: The information contained in this guide is provided for general guidance only. Always seek your own legal advice and guidance.

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1	<p><b>DO YOU NEED TO REGISTER? You must register if you:</b></p> <ul style="list-style-type: none"> <li>• Let any residential property in Scotland to a private tenant</li> <li>• Are a joint owner of a property being let</li> <li>• Are a landlord using a letting agent to manage your property</li> <li>• Are advertising your property for let (registration required BEFORE advertising)</li> <li>• Own one property or multiple properties - the same rules apply</li> </ul>	
2	<p><b>YOU MAY BE EXEMPT FROM REGISTRATION (IF):</b></p> <ul style="list-style-type: none"> <li>• You let to a DIRECT family member such as parent, child, grandparent, uncle</li> <li>• You have one 'lodger' living with YOU in your own home.</li> <li>• i.e. you are NOT exempt if you rented to your cousin or had 2 or more lodgers. There are very few exceptions, if you are taking rent from a tenant you require to be registered.</li> </ul>	
3	<p><b>THE FIT AND PROPER PERSON TEST (Before approval the Council will consider):</b></p> <ul style="list-style-type: none"> <li>• Criminal convictions - fraud, firearms, etc.</li> <li>• Any Antisocial behaviour orders against you or your tenants</li> <li>• Any history of non-compliance with housing legislation</li> <li>• The Council have a duty to look at each case individually and weigh up circumstances.</li> </ul>	
4	<p><b>YOU WILL THEN BE ASKED TO PREPARE THE FOLLOWING:</b></p> <ul style="list-style-type: none"> <li>• Full name and current address</li> <li>• Details of any previous addresses (last 5 years)</li> <li>• National Insurance number</li> <li>• Contact telephone number and email address</li> <li>• Details of any joint owners of the property</li> <li>• Details of your letting agent (if applicable)</li> </ul>	

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5	<p><b>WHAT YOU NEED TO DECLARE:</b></p> <ul style="list-style-type: none"> <li>• Property meets Repairing Standard and Tolerable Standard</li> <li>• Has a valid Energy Performance Certificate (EPC)</li> <li>• Gas Safety Certificate - current</li> <li>• Electrical Installation Condition Report (EICR) - current</li> <li>• Smoke and carbon monoxide alarms comply with Scottish regulations</li> <li>• Legionella risk assessment has been carried out</li> <li>• Tenancy deposit will be protected in an Approved Scheme</li> </ul>	
6	<p><b>HOW TO REGISTER:</b></p> <ul style="list-style-type: none"> <li>• Visit <b><a href="http://www.landlordregistrationscotland.gov.uk">www.landlordregistrationscotland.gov.uk</a></b></li> <li>• Create an account on the Scottish Landlord Register, complete the online form</li> <li>• Add all the properties you let in Scotland</li> <li>• Add details of any letting agents managing your properties (if applicable)</li> <li>• Make all required compliance declarations</li> <li>• Pay all the relevant fees online</li> <li>• Wait for approval</li> <li>• Once approved, <b>save your registration number</b> - you will need this for all advertising</li> <li>• And remember, if you let across different local authorities, you <b>MUST</b> register with <b>EACH</b> local authority separately.</li> </ul>	
7	<p><b>ONGOING OBLIGATIONS</b></p> <ul style="list-style-type: none"> <li>• Your registration must appear on all property advertisements (online and print)</li> <li>• All property listings on letting websites (Rightmove, Zoopla, etc).</li> <li>• All property listings on online groups such as Facebook</li> <li>• All tenancy agreements</li> <li>• Any other marketing materials for your rental properties</li> <li>• All adverts must also include the property's Energy Performance Certificate (EPC) rating.</li> <li>• Notify your council if any of your circumstances changes</li> <li>• Update your registration if you add any new properties or change letting agent</li> <li>• Set a reminder to renew before your 3-year expiry date</li> <li>• Failure to renew after the expiry date will incur the additional late application fee - do not create a new registration if renewing.</li> </ul>	

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8	<p><b>HMO LICENSING (IF APPLICABLE):</b></p> <ul style="list-style-type: none"> <li>• If you let a property to 3 or more unrelated people you require a separate House in Multiple Occupation (HMO) licence, in addition to landlord registration</li> <li>• Check whether your property requires an HMO licence</li> <li>• Apply for HMO licence with your local council (separate process)</li> <li>• If you already hold an HMO licence, you still need to register on the landlord register</li> <li>• HMO licences also come with their own compliance requirements</li> </ul>	
9	<p><b>LETTING AGENT REGISTRATION:</b></p> <ul style="list-style-type: none"> <li>• <b>Remember:</b> Both your landlord registration AND your letting agent must be registered - check with your letting agent to ensure they have registered</li> <li>• Verify your letting agent is registered on the <b>Letting Agent Register Scotland</b></li> <li>• Check your letting agent holds a valid letting agent licence</li> <li>• Ensure your agent is aware of your registration number</li> </ul>	
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