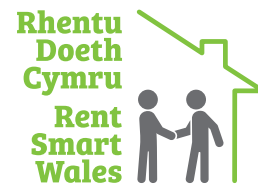


Application form

Landlord registration



Please read the following instructions first:

Before completing this form please read the guidance in section 6 of this form. An asterisk (*) next to a question indicates that guidance is available. **Ensure you complete all relevant parts of the form.**

This form is to be used to become registered under the Housing (Wales) Act 2014. You must complete a separate form for each landlord arrangement you need to register. For example, if you own and rent out a property on your own, and one with somebody else, you would need to complete two registrations on two forms (with two fees) to reflect the different landlord relationships you are part of.

Section 1 - Personal details

Are you renewing a current landlord registration?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please provide the registration number (found on registration document)
		<input type="text" value="#RN-"/>
Are you applying as*	<input type="checkbox"/> Individual landlord <input type="checkbox"/> Charity <input type="checkbox"/> Corporate body <input type="checkbox"/> Joint landlord <input type="checkbox"/> Trust	

Section 1.1 - Personal details

Name	Title <input type="text"/>	First name <input type="text"/>	Middle name(s) <input type="text"/>
	Surname <input type="text"/>		
Other name(s) by which you have been known	<input type="text"/>		
Date of birth	(DD/MM/YYYY)		
Correspondence address	Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Telephone number	<input type="text"/>		
Email address	<input type="text"/>		
Are you a UK resident landlord?*	<input type="checkbox"/> Reside in UK <input type="checkbox"/> Reside outside of the UK		
Language preference	Correspondence: <input type="checkbox"/> English <input type="checkbox"/> Welsh <input type="checkbox"/> Bilingual	Spoken: <input type="checkbox"/> English <input type="checkbox"/> Welsh	

Section 1.2 - Joint landlord

Complete this section if the rental property is in joint ownership (i.e. more than one person's name on the deeds). One joint owner must be appointed as the lead to register on behalf of the other joint owner(s). The lead must provide their own details and the details of each joint landlord.

Joint landlord 1

Title First name Middle name(s)

Surname Date of birth (DD/MM/YYYY)

Does this landlord do letting and/or management activities at any property you are registering? Yes No

If yes provide telephone number and email address.

Telephone number Email address

Joint landlord 2

Title First name Middle name

Surname Date of birth (DD/MM/YYYY)

Does this landlord do letting and/or management activities at any property you are registering? Yes No

If yes provide telephone number and email address.

Telephone number Email address

Joint landlord 3

Title First name Middle name

Surname Date of birth (DD/MM/YYYY)

Does this landlord do letting and/or management activities at any property you are registering? Yes No

If yes provide telephone number and email address.

Telephone number Email address

Section 1.3 – Corporate Body, Trust, Charity

Complete this section if the landlord of the rental properties are a registered corporate body or LLP, registered charity or part of a trust.

Type of organisation	Corporate body/LLP <input type="checkbox"/> Charity <input type="checkbox"/> Trust <input type="checkbox"/>															
Details of person completing this form	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Title</td> <td style="width: 45%;">First name</td> <td style="width: 40%;">Middle name(s)</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Surname</td> <td colspan="2">Date of birth (dd/mm/yyyy)</td> </tr> <tr> <td><input type="text"/></td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td colspan="3">Role (job title) <input type="text"/></td> </tr> </table>	Title	First name	Middle name(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Surname	Date of birth (dd/mm/yyyy)		<input type="text"/>	<input type="text"/>		Role (job title) <input type="text"/>		
Title	First name	Middle name(s)														
<input type="text"/>	<input type="text"/>	<input type="text"/>														
Surname	Date of birth (dd/mm/yyyy)															
<input type="text"/>	<input type="text"/>															
Role (job title) <input type="text"/>																
Organisation name	<input type="text"/>															
Registration number*	<input type="text"/>															
Correspondence address	<input type="text"/> <div style="text-align: right;">Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div>															
Registered office address	<input type="text"/> <div style="text-align: right;">Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div>															
Contact telephone number	<input type="text"/>															
Contact email address	<input type="text"/>															

Note that a director/secretary named on Companies House/Charity Commission is required to be linked to the registration. If you are not a director/secretary, provide their details below. This does not apply to trust registration applications

Details of the company / charity Director or Secretary if not the person above.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Title</td> <td style="width: 45%;">First name</td> <td style="width: 40%;">Middle name</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Surname</td> <td colspan="2">Date of birth (DD/MM/YYYY)</td> </tr> <tr> <td><input type="text"/></td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td colspan="3">Role (job title) <input type="text"/></td> </tr> </table>	Title	First name	Middle name	<input type="text"/>	<input type="text"/>	<input type="text"/>	Surname	Date of birth (DD/MM/YYYY)		<input type="text"/>	<input type="text"/>		Role (job title) <input type="text"/>		
Title	First name	Middle name														
<input type="text"/>	<input type="text"/>	<input type="text"/>														
Surname	Date of birth (DD/MM/YYYY)															
<input type="text"/>	<input type="text"/>															
Role (job title) <input type="text"/>																

Section 2 – Letting and/or managing agent details

Tell us if you use an agent to complete letting and/or management activities at any of your rental properties. Definitions of letting and management activities can be found in section 6 guidance.

Does an agent conduct letting and management activities at the properties you are registering?

Yes

Provide the agent's details below. We will also ask you to specify which agent manages which property

No

If no, the landlord must apply for a landlord licence. This is a separate process to registration

Agent 1

Name of individual/company

Correspondence address

Postcode

Contact telephone number

Contact email address

Rent Smart Wales licence number

#LR-

You must only appoint a licensed agent to conduct letting and/or management work at your rental property. Check the public register if you are unsure.

Agent 2

Name of individual/company

Correspondence address

Postcode

Contact telephone number

Contact email address

Rent Smart Wales licence number

#LR-

Agent 3

Name of individual/company

Correspondence address

Postcode

Contact telephone number

Contact email address

Rent Smart Wales licence number

#LR-

Section 2.1 – Rental property details

You must declare each building or part of a building used as a separate dwelling. If a property is split into flats or bedsits each would be declared and registered individually.

Full address of rental property 1	<div style="text-align: right; margin-bottom: 5px;">Postcode</div> <div style="text-align: right;"> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> </div>		
Does the landlord conduct letting and management activities at the rental property?*	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px;"> Yes <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must apply for a landlord licence </td> <td style="width: 50%; padding: 5px;"> No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must appoint a licensed agent </td> </tr> </table>	Yes <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must apply for a landlord licence	No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must appoint a licensed agent
Yes <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must apply for a landlord licence	No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must appoint a licensed agent		
Does an agent conduct letting and management activities at the rental property?*	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px;"> Yes - Letting only <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes - Management only <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes - Letting and mangement <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> </td> <td style="width: 50%; padding: 5px;"> No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must apply for a landlord licence </td> </tr> </table>	Yes - Letting only <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes - Management only <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes - Letting and mangement <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/>	No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must apply for a landlord licence
Yes - Letting only <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes - Management only <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes - Letting and mangement <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/>	No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must apply for a landlord licence		
Name of agent			

Full address of rental property 2	<div style="text-align: right; margin-bottom: 5px;">Postcode</div> <div style="text-align: right;"> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> </div>		
Does the landlord conduct letting and management activities at the rental property?	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px;"> Yes <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must apply for a landlord licence </td> <td style="width: 50%; padding: 5px;"> No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must appoint a licensed agent </td> </tr> </table>	Yes <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must apply for a landlord licence	No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must appoint a licensed agent
Yes <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must apply for a landlord licence	No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must appoint a licensed agent		
Does an agent conduct letting and management activities at the rental property?*	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px;"> Yes - Letting only <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes - Management only <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes - Letting and mangement <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> </td> <td style="width: 50%; padding: 5px;"> No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must apply for a landlord licence </td> </tr> </table>	Yes - Letting only <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes - Management only <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes - Letting and mangement <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/>	No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must apply for a landlord licence
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Name of agent			

Full address of rental property 3	<div style="text-align: right; margin-bottom: 5px;">Postcode</div> <div style="text-align: right;"> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> </div>		
Does the landlord conduct letting and management activities at the rental property?	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px;"> Yes <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must apply for a landlord licence </td> <td style="width: 50%; padding: 5px;"> No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must appoint a licensed agent </td> </tr> </table>	Yes <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must apply for a landlord licence	No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must appoint a licensed agent
Yes <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must apply for a landlord licence	No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must appoint a licensed agent		
Does an agent conduct letting and management activities at the rental property?*	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px;"> Yes - Letting only <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes - Management only <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes - Letting and mangement <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> </td> <td style="width: 50%; padding: 5px;"> No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must apply for a landlord licence </td> </tr> </table>	Yes - Letting only <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes - Management only <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes - Letting and mangement <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/>	No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must apply for a landlord licence
Yes - Letting only <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes - Management only <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> Yes - Letting and mangement <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/>	No <input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> You must apply for a landlord licence		
Name of agent			

Full address of rental property 4			Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Does the landlord conduct letting and management activities at the rental property?*	Yes <input type="checkbox"/>	You must apply for a landlord licence	No <input type="checkbox"/> You must appoint a licensed agent
Does an agent conduct letting and management activities at the rental property?*	Yes - Letting only <input type="checkbox"/>	Yes - Management only <input type="checkbox"/>	Yes - Letting and mangement <input type="checkbox"/> No <input type="checkbox"/> You must apply for a landlord licence
Name of agent			

Full address of rental property 5			Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Does the landlord conduct letting and management activities at the rental property?	Yes <input type="checkbox"/>	You must apply for a landlord licence	No <input type="checkbox"/> You must appoint a licensed agent
Does an agent conduct letting and management activities at the rental property?	Yes - Letting only <input type="checkbox"/>	Yes - Management only <input type="checkbox"/>	Yes - Letting and mangement <input type="checkbox"/> No <input type="checkbox"/> You must apply for a landlord licence
Name of agent			

Full address of rental property 6			Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Does the landlord conduct letting and management activities at the rental property?	Yes <input type="checkbox"/>	You must apply for a landlord licence	No <input type="checkbox"/> You must appoint a licensed agent
Does an agent conduct letting and management activities at the rental property?	Yes - Letting only <input type="checkbox"/>	Yes - Management only <input type="checkbox"/>	Yes - Letting and mangement <input type="checkbox"/> No <input type="checkbox"/> You must apply for a landlord licence
Name of agent			

In the next section you will be asked to provide further information about the rental properties you are registering. Please ensure that properties are entered in the same sequence as above.

Section 2.2 – Property information

Please note: You must enter properties in the same order as they have been recorded in section 2.1, ensuring that property numbers match.

	Rental property 1	Rental property 2	Rental property 3
*Property type	<input type="checkbox"/> Single dwelling household <input type="checkbox"/> Shared house <input type="checkbox"/> Purpose built/converted flat <input type="checkbox"/> Purpose built/converted bedsit	<input type="checkbox"/> Single dwelling household <input type="checkbox"/> Shared house <input type="checkbox"/> Purpose built/converted flat <input type="checkbox"/> Purpose built/converted bedsit	<input type="checkbox"/> Single dwelling household <input type="checkbox"/> Shared house <input type="checkbox"/> Purpose built/converted flat <input type="checkbox"/> Purpose built/converted bedsit
No. of habitable storeys (include all occupied storeys of the building: commercial use, attics, basements and mezzanines if habitable)			
No. of people residing at the property (including children from birth)			
No. of bedrooms			
What type of water supply does this property have?	<input type="checkbox"/> Private Water Supply <input type="checkbox"/> Mains Water Supply	<input type="checkbox"/> Private Water Supply <input type="checkbox"/> Mains Water Supply	<input type="checkbox"/> Private Water Supply <input type="checkbox"/> Mains Water Supply
Is there gas supplied to the property?			
Does the property have a solid fuel appliance? If yes, is there a carbon monoxide detector fitted?			
Does the property have a fire alarm system?	<input type="checkbox"/> Yes - battery <input type="checkbox"/> Yes - wired <input type="checkbox"/> No	<input type="checkbox"/> Yes - battery <input type="checkbox"/> Yes - wired <input type="checkbox"/> No	<input type="checkbox"/> Yes - battery <input type="checkbox"/> Yes - wired <input type="checkbox"/> No
Does the property have an Energy Performance Certificate (EPC)?			
Is the property let on single or multiple tenancies?			
If multiple, how many tenancies are there?			
Is the property a purpose built or converted building?	<input type="checkbox"/> Purpose built <input type="checkbox"/> Converted	<input type="checkbox"/> Purpose built <input type="checkbox"/> Converted	<input type="checkbox"/> Purpose built <input type="checkbox"/> Converted
If converted, what year was it converted?			

Section 2.2 – Property information continued

Please note: You must enter properties in the same order as they have been recorded in section 2.1, ensuring that property numbers match.

	Rental property 4	Rental property 5	Rental property 6
*Property type	<input type="checkbox"/> Single dwelling household <input type="checkbox"/> Shared house <input type="checkbox"/> Purpose built/converted flat <input type="checkbox"/> Purpose built/converted bedsit	<input type="checkbox"/> Single dwelling household <input type="checkbox"/> Shared house <input type="checkbox"/> Purpose built/converted flat <input type="checkbox"/> Purpose built/converted bedsit	<input type="checkbox"/> Single dwelling household <input type="checkbox"/> Shared house <input type="checkbox"/> Purpose built/converted flat <input type="checkbox"/> Purpose built/converted bedsit
No. of habitable storeys (include all occupied storeys of the building: commercial use, attics, basements and mezzanines if habitable)			
No. of people residing at the property (including children from birth)			
No. of bedrooms			
What type of water supply does this property have?	<input type="checkbox"/> Private Water Supply <input type="checkbox"/> Mains Water Supply	<input type="checkbox"/> Private Water Supply <input type="checkbox"/> Mains Water Supply	<input type="checkbox"/> Private Water Supply <input type="checkbox"/> Mains Water Supply
Is there gas supplied to the property?			
Does the property have a solid fuel appliance? If yes, is there a carbon monoxide detector fitted?			
Does the property have a fire alarm system?	<input type="checkbox"/> Yes - battery <input type="checkbox"/> Yes - wired <input type="checkbox"/> No	<input type="checkbox"/> Yes - battery <input type="checkbox"/> Yes - wired <input type="checkbox"/> No	<input type="checkbox"/> Yes - battery <input type="checkbox"/> Yes - wired <input type="checkbox"/> No
Does the property have an Energy Performance Certificate (EPC)?			
Is the property let on single or multiple tenancies?			
If multiple, how many tenancies are there?			
Is the property a purpose built or converted building?	<input type="checkbox"/> Purpose built <input type="checkbox"/> Converted	<input type="checkbox"/> Purpose built <input type="checkbox"/> Converted	<input type="checkbox"/> Purpose built <input type="checkbox"/> Converted
If converted, what year was it converted?			

Section 3 - Further information

How did you hear about the requirement to register?

- | | |
|---|---|
| <input type="checkbox"/> Local authority | <input type="checkbox"/> Search engine |
| <input type="checkbox"/> Friend / Colleague | <input type="checkbox"/> Direct contact from Rent Smart Wales |
| <input type="checkbox"/> Landlord association | <input type="checkbox"/> Social media |
| <input type="checkbox"/> Landlord forum / event | <input type="checkbox"/> Letting / managing agent |
| <input type="checkbox"/> Other (please specify) | |

Dŵr Cymru
Welsh Water
information

Rent Smart Wales works with partners, including Dŵr Cymru Welsh Water. For more information please see our Privacy Policy: rentsmart.gov.wales/privacypolicy

Opt in below if you are happy for us to share your details with Dŵr Cymru Welsh Water. This will reduce your risk of liability for water charges as Dŵr Cymru Welsh Water will be able to contact you about your rental properties.

Note: Opting in does not fulfil any of the responsibilities you as a landlord have to your water supplier.

- Tick if you provide consent for your details to be shared with Dŵr Cymru Welsh Water

Section 4 - Payment

Fee payable*

Refer to section 6 guidance for the correct fee for your application.

£

Payment type

- Cheque enclosed made payable to Rent Smart Wales

Cheque amount

- Debit/credit card (Visa, MasterCard or Maestro)

We will contact you for your card details. Please let us know the best contact time and telephone number. Our opening hours are generally from 09:00 – 17:00, Monday - Friday. If you select this option, you can scan your application directly to rentsmartwales@cardiff.gov.uk. We will contact you when we are processing your application. **Please do not provide card details here.**

Section 5 - Declaration

1. Declaration of truth

I/we declare that the information contained in this application is correct to the best of my/our knowledge. I/we understand that I/we commit an offence if I/we supply any information to the licensing authority in connection with any of its functions under Part 1 of the Housing (Wales) Act 2014 that is false or misleading and which I/we know is false or misleading or am/are reckless as to whether it is false or misleading.

2. Data processing and sharing

By submitting this form you are accepting the Data Processing Notice which can be read in the guidance section. It is important that you read this notice as it details why we collect your personal data, how it will be used and who it could be shared with.

I accept the Data Processing Notice

The local authorities in Wales and Rent Smart Wales partners want to connect with landlords and agents to keep them informed about local relevant information (forum events, potential tenants, funding opportunities, etc

Yes, keep me informed - you can unsubscribe at any time by contacting Rent Smart Wales

Signed

Date

This form must be signed by the landlord named in section 1.1 or an employee of the company / charity, or the lead trustee in section 1.3.

Return the completed form to:

Rent Smart Wales, PO Box 1106, Cardiff, CF11 1UA

Be Aware: This form must be filled in in full, signed, dated and the fee payment option selected or enclosed for it to be accepted as a valid registration. **Failure to do so will cause a delay in processing and you may be operating illegally.**

Processing your application

Upon receipt, it can take up to 4 weeks to process a completed application. We will contact you if further information is required. Please note: During this time you will continue to receive automated reminders if your landlord registration is due for renewal.

Section 6. Guidance

Supporting page 1

A landlord, for the purpose of the legislation, is the person who is entitled to possession of the property.

In most cases this will be the owner of the property.

A landlord who must register therefore could be an individual person, a group of people or even a company (depending on how the property is owned).

Individual Landlord: You are the sole owner of the property (with only your name on the deeds). You must provide your name, date of birth, correspondence details and the full address of each rental property in Wales that you are the landlord for.

Joint Landlord: The rental property is in joint ownership (i.e. more than one person's name on the deeds). One of the joint owners must be appointed as the lead to register on behalf of the other joint owner(s). The lead must provide their own details and the details of each joint landlord.

Corporate body: If the property is owned by a company, then it is the company that registers as the landlord. You must complete the registration by providing the company details including the registration number obtained from Companies House, the registered office address and correspondence address.

Charity: If the property is owned by a charity, then it is the charity that registers as the landlord. You must complete the registration by providing the charity details including the registration number obtained from the Charity Commission or another relevant registration number, the registered office address and correspondence address.

Trust: If the property is owned in a trust, one appointed trustee can register the property under the collective name of the trust. The details provided should be those of the trust, not the individual trustee(s) completing the registration.

Non-UK resident landlord

If you live abroad for 6 months or more per year, you're classed as a 'non-resident landlord' by HM Revenue and Customs. This should be noted on the registration form.

Supporting page 3

Company / charity registration number

For a Corporate Body this is the registration number given by Companies House and for a charity, this is the registration number issued by The Charity Commission.

Supporting pages 4, 5 + 6

Landlord letting and management activities for which a landlord licence is required

These are defined in section 6 & 7 of the Housing (Wales) Act 2014. As a landlord, you will need a licence if you do or intend to do any of the following things at a property for which you are a landlord:

The things are:

- a) arranging or conducting viewings with prospective tenants;
- b) gathering evidence for the purpose of establishing the suitability of prospective tenants (for example, by confirming character references, undertaking credit checks or interviewing a prospective tenant);
- c) preparing, or arranging the preparation, of a tenancy agreement;
- d) preparing, or arranging the preparation, of an inventory for the dwelling or schedule of condition for the dwelling.
- e) collecting rent;
- f) being the principal point of contact for the tenant in relation to matters arising under the tenancy;
- g) making arrangements with a person to carry out repairs or maintenance;
- h) making arrangements with a tenant or occupier of the dwelling to secure access to the dwelling for any purpose;
- i) checking the contents or condition of the dwelling, or arranging for them to be checked (even if the tenancy has ended but you are checking its condition it to determine the condition the tenants left it in);
- j) serving notice to terminate a tenancy.

Agent letting and management activities for which a licence is required if you are not the landlord

The following sets out the letting and management work which a person acting on behalf of a landlord at a rental property in Wales requires a licence. This is defined in section 10 and 12 of the Housing (Wales) Act 2014.

If an individual or company acts on your behalf and meets the following criteria for an agent licence, they must be identified in this registration by you against the rental property they work at.

Agent Letting Work: One of these can be done by a person who is not the landlord without requiring an agent licence, as long they also do nothing under the 'agent property management work' section.

- a) publishing advertisements or disseminating information;
- b) arranging and conducting viewings with prospective tenants;
- c) preparing, or arranging the preparation of, the tenancy agreement;
- d) preparing, or arranging the preparation of, any inventory or schedule of condition;

Agent Property Management Work: This activity on its own requires a licence

- a) collecting rent

It is acceptable to do one of the following without requiring a licence, as long as you do not collect rent, or do anything under the 'Agent Letting Work' section.

- b) being the principal point of contact for the tenant in relation to matters arising under the tenancy;
- c) making arrangements with a person to carry out repairs or maintenance;
- d) making arrangements with a tenant or occupier of the dwelling to secure access to the dwelling for any purpose;
- e) checking the contents or condition of the dwelling, or arranging for them to be checked as part of a current tenancy or for one that has ended;
- f) serving notice to terminate a tenancy.

Supporting pages 7 + 8

Property type definitions

There are 3 'Property Types' that you can select. A property type needs to be selected for each rental property that you add to your registration.

1) Single Dwelling Household: The Housing Act 2004 (S.254) defines a single household as a family, e.g. a couple (whether married or not and including same-sex couples) or persons related to one another. For these purposes, a person is a member of the same family as another if:

- a) those persons are married to (or civil partners of each other or live together as if they were a married couple or civil partners)
- b) one of them is a relative of the other
- c) one of them is, or is a relative of, one member of a couple and the other is a relative of the other member of the couple.

2) Shared house: A shared house is commonly defined as two or more people living in accommodation together. Usually each person will have their own bedroom and typically they will share some communal areas such as kitchens, bathrooms or living rooms.

3) Purpose build / converted flat or bedsit: Purpose built flats/bedsits are those which have been constructed from the beginning as flats/bedsits rather than those that have been converted from its original construction, for example, a house or other type of building.

If there are multiple tenancies within a property, such as a shared house/flat then you must ensure that you enter the address and postcode of each occupation contract on the registration.

For example, Flats A, B, and C that are all within 1 High Street, Cardiff, CF12 3AB should be added as three separate bedsits/flats, and not just as one property listed as 1 High Street, Cardiff, CF12 3AB.

Supporting page 9

Fees

Registration fees differ depending on your application type. For a new and revoked registration, the cost is £84.00. To renew a registration, the cost is £67.20. To take advantage of the renewal fee, the application must be made within the 84 days before the registration expires. If you allow a registration to expire, this will incur a new registration fee and not the renewal fee.

Supporting page 10

Data processing notice

A full copy of Rent Smart Wales Data Processing Notice is available at rentsmart.gov.wales/en/privacy-policy/ or can be provided upon request.

Why personal data is collected and stored as part of Rent Smart Wales:

In order to meet the obligations of Part 1 of the Housing (Wales) Act 2014, the Licensing Authority is required to develop and maintain a system that allows for the collection of information.

What personal data we hold and how we obtain it: The Types of personal data held and processed by Rent Smart Wales may include:

- Contact details including name, address, telephone numbers, and email address
- Identifying details, including date of birth, National Insurance number, passport number, driving licence number
- Information about convictions

There is also a voluntary monitoring form to ensure that Rent Smart Wales is making sure that its service is accessible to everyone. This contains additional questions that provide further personal data, however this information is only processed anonymously for statistical and reference purposes.

How we will use your personal data: Rent Smart Wales may process personal data to fulfil its obligations under the Housing (Wales) Act 2014, and this can include the processing of personal data for a number of purposes including the following purposes:

- To make contact
- To issue a landlord with a registration; to grant a landlord a licence, or an agent a licence

- To make an assessment on the fitness and propriety of an applicant as per the licence requirements set out in the Housing (Wales) Act 2014
- For the purposes of enforcing non-compliance with the Housing (Wales) Act 2014
- For the purposes of ensuring and monitoring continued compliance with the Housing (Wales) Act 2014 including licence conditions
- For the purposes of ensuring and monitoring continued compliance with the Code of Practice
- To display (to members of the public who search the Register) if a landlord is registered; and if the landlord or agent (or both) identified as undertaking letting or management tasks at the property is licensed
- To facilitate the delivery of training courses
- To process financial transactions for payments made for registration, licensing and training costs
- To assist Local Authorities and the Licensing Authority to carry out their legal duties under the Housing (Wales) Act 2014
- For statistical and reference purposes
- To address queries and respond to any actual or potential disputes.
- In rare cases or exceptional circumstances Rent Smart Wales may use the Rental Property addresses to correspond directly with tenants for purposes outside of the Housing (Wales) Act 2014 when required.

Please be aware that Rent Smart Wales works in Partnership with the 22 Local Authorities in Wales to fulfil its functions under the Act, and therefore information held by Rent Smart Wales will be accessible by the Local Authorities. In addition, Local Authorities may share relevant information they hold with Rent Smart Wales to help determine whether an applicant is a fit and proper to act as a licensed landlord or licensed agent.

Organisations we may share your personal data with: Your information will only be used for the purposes of the Rent Smart Wales Scheme, however on occasions Rent Smart Wales may also share personal data with other organisations. A full list can be obtained on our website.

How long we keep your personal data: Information collected by Rent Smart Wales will not be kept for any longer than necessary. The Rent Smart Wales retention period is 6 + 1 years after licence and/or registration expires. Following the end of this period, the information collected will be securely destroyed.

Who is the Data Controller for Rent Smart Wales: Rent Smart Wales is operated by Cardiff Council. Cardiff Council is therefore the Data Controller in respect of any personal data provided for these purposes. All information provided will be treated in confidence and processed in accordance with the Data Protection Act 2018 at all times. For further information on the Council's data protection requirements please contact the Data Protection Officer, by email on: dataprotection@cardiff.gov.uk.

Your Rights: You are entitled to exercise your individual rights, including access to information, correcting inaccurate information or objecting to the processing of your personal data. For more information on your rights, visit cardiff.gov.uk/ENG/Your-Council/Data-protection-and-FOI/

Section 7 - Equal Opportunities

Rent Smart Wales wants to make sure that its services are accessible to everyone. We therefore ask you to answer the following questions so we can be sure our service is delivered fairly.

All questions are voluntary and it will not make any difference to the service you receive if you do not answer them. By choosing to answer them you are helping us to ensure everyone using our service is treated equally. Any information provided will be treated in confidence.

Gender

Male Female Male to Female Female to Male Prefer not to say

What is your age?

Under 16 16-24 25-34 35-44
45-54 55-64 65+ Prefer not to say

Disability

Identifying as a disabled person can include people with hearing or sight impairments, people with mental health difficulties or learning disabilities, people with mobility impairments, or those who have long-term health conditions, for example: depression, diabetes, asthma, multiple sclerosis, HIV or cancer.

Do you identify as a disabled Yes (please select) No Prefer not to say

Deaf / Deafened /
Hard of hearing

Mobility impairment

Long standing illness or
health condition

Wheelchair user

Learning impairment
/ difficulties

Visual impairment

Mental Health difficulties

Prefer not to say

Other (please specify below)

Sexual Orientation (Only answer this question if you are over the age of 16)

Gay Man Gay Woman / Lesbian Heterosexual
Bisexual Prefer not to say Other (please specify below)

Religious Belief / Non-Belief

Do you regard yourself as belonging to any particular religion?

Yes (please select)

No, no religion

Christian

Buddhist

Hindu

Prefer not to say

Muslim

Sikh

Jewish

Other (please specify below)

Language Skills

English

Welsh

Prefer not to say

Other (please specify)

What is your current Marital or Civil Partnership Status (Only answer this question if you are over the age of 16)

Single

Married

Registered Civil Partnership

Prefer not to say

Other (please specify)

Ethnic Monitoring

Do you consider yourself to be Welsh?

Yes

No

Prefer not to say

White

Welsh / English / Scottish
Northern Irish / British

Irish

Other White background
(please specify)

Mixed / Multiple
Ethnic Groups

White & Black
Caribbean

White & Black
African

White &
Asian

Other Mixed/Multiple
ethnic background
(please specify)

Asian / Asian
British

Indian

Pakistani

Bangladeshi

Chinese

Other Asian
background
(please specify)

Black / African /
Caribbean /
Black British

African

Caribbean

Other Black / African / Caribbean background
(please specify)

Other Ethnicity

Arab

Czech

Gypsy/Irish Traveller

Japanese

Polish

Yemeni

Other background (please specify)

Pregnancy and Maternity

Are you pregnant, or have you given birth within the last 26 weeks?

Pregnant

Given birth

No

Prefer not to say

Thank you for taking the time to complete the Rent Smart Wales Monitoring Form

END OF FORM

Additional sheets – Rental property details

You must declare each building or part of a building used as a separate dwelling. If a property is split into flats or bedsits each would be declared and registered individually

Full address of rental property <input style="width: 30px; height: 20px;" type="text"/>	Postcode <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
Does the landlord conduct letting and management activities at the rental property?*	Yes <input type="checkbox"/> You must apply for a landlord licence No <input type="checkbox"/> You must appoint a licensed agent
Does an agent conduct letting and management activities at the rental property?*	Yes - Letting only <input type="checkbox"/> Yes - Management only <input type="checkbox"/> Yes - Letting and mangement <input type="checkbox"/> No <input type="checkbox"/> You must apply for a landlord licence
Name of agent	

Full address of rental property <input style="width: 30px; height: 20px;" type="text"/>	Postcode <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
Does the landlord conduct letting and management activities at the rental property?	Yes <input type="checkbox"/> You must apply for a landlord licence No <input type="checkbox"/> You must appoint a licensed agent
Does an agent conduct letting and management activities at the rental property?	Yes - Letting only <input type="checkbox"/> Yes - Management only <input type="checkbox"/> Yes - Letting and mangement <input type="checkbox"/> No <input type="checkbox"/> You must apply for a landlord licence
Name of agent	

Full address of rental property <input style="width: 30px; height: 20px;" type="text"/>	Postcode <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
Does the landlord conduct letting and management activities at the rental property?	Yes <input type="checkbox"/> You must apply for a landlord licence No <input type="checkbox"/> You must appoint a licensed agent
Does an agent conduct letting and management activities at the rental property?	Yes - Letting only <input type="checkbox"/> Yes - Management only <input type="checkbox"/> Yes - Letting and mangement <input type="checkbox"/> No <input type="checkbox"/> You must apply for a landlord licence
Name of agent	

Additional sheets – Property information

Please ensure the number you input here matches the property details you have provided on the previous page

	Rental property <input type="checkbox"/>	Rental property <input type="checkbox"/>	Rental property <input type="checkbox"/>
*Property type	<input type="checkbox"/> Single dwelling household <input type="checkbox"/> Shared house <input type="checkbox"/> Purpose built/converted flat <input type="checkbox"/> Purpose built/converted bedsit	<input type="checkbox"/> Single dwelling household <input type="checkbox"/> Shared house <input type="checkbox"/> Purpose built/converted flat <input type="checkbox"/> Purpose built/converted bedsit	<input type="checkbox"/> Single dwelling household <input type="checkbox"/> Shared house <input type="checkbox"/> Purpose built/converted flat <input type="checkbox"/> Purpose built/converted bedsit
No. of habitable storeys (include all occupied storeys of the building: commercial use, attics, basements and mezzanines if habitable)			
No. of people residing at the property (including children from birth)			
No. of bedrooms			
What type of water supply does this property have?	<input type="checkbox"/> Private Water Supply <input type="checkbox"/> Mains Water Supply	<input type="checkbox"/> Private Water Supply <input type="checkbox"/> Mains Water Supply	<input type="checkbox"/> Private Water Supply <input type="checkbox"/> Mains Water Supply
Is there gas supplied to the property?			
Does the property have a solid fuel appliance? If yes, is there a carbon monoxide detector fitted?			
Does the property have a fire alarm system?	<input type="checkbox"/> Yes - battery <input type="checkbox"/> Yes - wired <input type="checkbox"/> No	<input type="checkbox"/> Yes - battery <input type="checkbox"/> Yes - wired <input type="checkbox"/> No	<input type="checkbox"/> Yes - battery <input type="checkbox"/> Yes - wired <input type="checkbox"/> No
Does the property have an Energy Performance Certificate (EPC)?			
Is the property let on single or multiple tenancies?			
If multiple, how many tenancies are there?			
Is the property a purpose built or converted building?	<input type="checkbox"/> Purpose built <input type="checkbox"/> Converted	<input type="checkbox"/> Purpose built <input type="checkbox"/> Converted	<input type="checkbox"/> Purpose built <input type="checkbox"/> Converted
If converted, what year was it converted?			