

# Registration/licence no longer required notification

## Section 1

Tell us the reason why the Rent Smart Wales registration/licence is no longer required:

- Registration and Licence:** The registration and licence is no longer required as the registrant is no longer a landlord of a dwelling subject to, or marketed or offered for let under, a domestic tenancy in Wales and the licensee no longer conducts letting and/or management activities as defined in Part 1 Housing (Wales) Act 2014. The definition of letting and management activities for landlords and agents can be found here: [www.rentsmart.gov.wales/en/faqs](http://www.rentsmart.gov.wales/en/faqs)  
**Complete Sections 1.1, 1.2 and 2**
- Registration only:** The registration is no longer required as the registrant is no longer a landlord of a dwelling subject to, or marketed or offered for let under a domestic tenancy in Wales.  
**Complete Sections 1.1 and 2**
- Licence Only:** The licence is no longer required as the licensee no longer conducts letting and/or management activities as defined in Part 1 Housing (Wales) Act 2014.  
**Complete Sections 1.2 and 2**
- Registrant/Licensee is deceased:** The registration and/or licence is no longer required as the registrant and/or licensee is deceased.  
**Complete Sections 1.3 and 2**
- Corporate Body has been Dissolved:** The registration and/or licence is no longer required as the registrant and/or licensee is a corporate body, which has been dissolved  
**Complete Sections 1.4 and 2**

## Section 1.1 - Registration no longer required (to be completed by the registrant)

<b>Registrant name</b>	Title:	First name:	Middle name:
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Surname:		
	<input type="text"/>		
<b>Date of birth</b>	<input type="text"/>	<input type="text"/>	<input type="text"/> (DD/MM/YYYY)
<b>Correspondence address</b>	<input type="text"/>		
	Postcode:	<input type="text"/>	<input type="text"/>
<b>Registration type</b>	Individual <input type="checkbox"/>	Corporate body <input type="checkbox"/>	Charity <input type="checkbox"/>
	Joint <input type="checkbox"/>	Trust <input type="checkbox"/>	
	<b>Registration number</b>	#RN- <input type="text"/>	
<b>Do you own rental properties in Wales that continue to be let on a domestic tenancy?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>If yes, you will still require your landlord registration and no further action will be taken. If you need to remove a property from your landlord registration, you can do this by logging into your online account, or by using the contact details found on page 6 of this form.</p> <p>If no, please continue to the next section of the form</p>

## Section 1.2 - Licence no longer required - (To be completed by the licensee)

Complete this section if you no longer require your Rent Smart Wales licence as you no longer conduct letting and/or management activities as defined in Part 1 Housing (Wales) Act 2014.

<b>Licensee name</b>	Title:	First name:	Middle name:							
	<input type="text"/>	<input type="text"/>	<input type="text"/>							
	Surname:									
	<input type="text"/>									
<b>Date of birth</b>	<input type="text"/>	<input type="text"/>	<input type="text"/> (DD/MM/YYYY)							
<b>Correspondence address</b>	<input type="text"/>		Postcode:							
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<b>Licence type</b>	<b>Landlord</b> <input type="checkbox"/>	<b>Agent</b> <input type="checkbox"/>	<b>Licence number</b>	#LR- <input type="text"/>						
<b>Do you own rental properties in Wales that continue to be let on a domestic tenancy?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	If yes, you will still require your landlord registration. You must ensure that your landlord registration is kept up to date and any changes are made within 28 days.							
<b>If yes, provide the address of each rental property and details of the replacement licence holder for each property (you may use a separate sheet if required)</b>	Property address:			<input type="text"/>						
				Postcode:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name of replacement licence holder:		Company name:		<input type="text"/>					
	<input type="text"/>		<input type="text"/>							
	Agent reference number:			<input type="text"/>						
	<input type="text"/>			#A2-						
	Property address:			<input type="text"/>						
				Postcode:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name of replacement licence holder:		Company name:		<input type="text"/>					
	<input type="text"/>		<input type="text"/>							
Agent reference number (beginning with #A)			<input type="text"/>							
<input type="text"/>			#A2-							

Property address:

Postcode:

Name of replacement licence holder:

Company name:

Agent reference number (beginning with #A)

Please be advised that if you consent to the licence above being revoked, the licensee must not carry out lettings work or property management work at any rental property, within Wales, which is subject to, marketed, or let under a domestic tenancy and that there will remain a duty to register any dwelling, of which the licensee named above is the landlord. **Failure to comply with these legal requirements is an offence and could result in a Fixed Penalty Notice of up to £250 or an unlimited fine.**

**Do you have any representations that you wish to make with regard to the revocation of the Rent Smart Wales licence?**

Yes  No

Representations include any additional information you would like to be taken into account prior to Rent Smart Wales making a determination to revoke this licence.

**If yes, provide details of representations (you may use a separate sheet if required)**

  
  

### **Sign and date the form below to consent to the revocation of the Rent Smart Wales licence**

Print name:

Signed:

Date

  /   /   

On receipt of your consent, Rent Smart Wales will revoke the licence under Section 25 of the Housing (Wales) Act 2014. Once your licence has been revoked, you will receive a formal decision letter advising you that the revocation process has been completed.

You will have the right to appeal the revocation of your licence to the Residential Property Tribunal, who can be contacted at Welsh Tribunals Office, Oak House, Cleppa Park, Celtic Springs, Newport, NP10 8BD.

**Proceed to Section 2**

### Section 1.3 - Registrant/licensee is deceased (to be completed by legal representative or next of kin)

Complete this section if you are advising Rent Smart Wales that a licensee has died.

<b>Registrant/ Licensee details</b>	Title:	First name:	Middle name:
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname:			
<input type="text"/>			
<b>Date of birth:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/> (DD/MM/YYYY)
<b>Correspondence address:</b>	<input type="text"/>		Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Date of death:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/> (DD/MM/YYYY)
	<b>Your relationship to licensee / registrant</b>		<input type="text"/>
<b>Registration type</b>	<b>Individual</b> <input type="checkbox"/> <b>Corporate body</b> <input type="checkbox"/> <b>Joint</b> <input type="checkbox"/> <b>Trust</b> <input type="checkbox"/> <b>Charity</b> <input type="checkbox"/> <b>Not applicable</b> <input type="checkbox"/>	<b>Registration number</b>	<input type="text"/> #RN- This reference number can be found on the Public Register: <a href="http://www.rentsmart.gov.wales/en/check-register">www.rentsmart.gov.wales/en/check-register</a>
<b>Licence type</b>	<b>Landlord</b> <input type="checkbox"/> <b>Agent</b> <input type="checkbox"/> <b>Not applicable</b> <input type="checkbox"/>	<b>Licence number</b>	<input type="text"/> #LR- This reference number can be found on the Public Register: <a href="http://www.rentsmart.gov.wales/en/check-register">www.rentsmart.gov.wales/en/check-register</a>
<b>Did the registrant/ licensee own any rental properties in Wales let on a domestic tenancy?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>If yes, are these properties still being let on domestic tenancy?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Not known (property sold)</b> <input type="checkbox"/>
<b>If yes, provide the address of each rental property and details of the replacement licence holder for each property (you may use a seperate sheet if required)</b>	Property address: <input type="text"/> Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
	<b>Name of replacement licence holder:</b>	<b>Company name:</b>	
	<input type="text"/>	<input type="text"/>	
	<b>Agent reference number:</b>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	

Properties let on a domestic tenancy in Wales must have in place an appropriately licensed landlord or agent to undertake letting and management activities. **Failure to comply with these legal requirements is an offence and could result in a Fixed Penalty Notice of up to £250 or an unlimited fine.**

**Proceed to Section 2**

## Section 1.4- Dissolved corporate body (to be completed by the director/employee of the corporate body)

Only complete this section if you are advising Rent Smart Wales that the licensee is a corporate body, which has now been dissolved.

<b>Registrant/ licensee details</b>	Name of corporate body: <input type="text"/>		
	Companies House registration number: <input type="text"/>		
<b>Registered office address</b>	<input type="text"/>		
<b>Date corporate body was dissolved</b>	<input type="text"/>	<input type="text"/>	<input type="text"/> (DD/MM/YYYY)
<b>Registration type</b>	<b>Individual</b> <input type="checkbox"/> <b>Corporate body</b> <input type="checkbox"/> <b>Joint</b> <input type="checkbox"/> <b>Trust</b> <input type="checkbox"/> <b>Charity</b> <input type="checkbox"/> <b>Not applicable</b> <input type="checkbox"/>	<b>Registration number</b>	<input type="text" value="#RN-"/> <small>This reference number can be found on the Public Register: www.rentsmart.gov.wales/en/check-register</small>
<b>Licence type</b>	<b>Landlord</b> <input type="checkbox"/> <b>Agent</b> <input type="checkbox"/> <b>Not applicable</b> <input type="checkbox"/>	<b>Licence number</b>	<input type="text" value="#LR-"/> <small>This reference number can be found on the Public Register: www.rentsmart.gov.wales/en/check-register</small>
<b>Did the registrant/ licensee own any rental properties in Wales let on a domestic tenancy?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>If yes, are these properties still being let on domestic tenancy?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Not known (property sold)</b> <input type="checkbox"/>
<b>If yes, provide the address of each rental property and details of the replacement licence holder for each property (you may use a separate sheet if required)</b>	Property address: <input type="text"/> Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
	Name of replacement licence holder: <input type="text"/>	Company name: <input type="text"/>	
	Agent reference number: <input type="text" value="#A2-"/>		

Properties let on a domestic tenancy in Wales must have in place an appropriately licensed landlord or agent to undertake letting and management activities. **Failure to comply with these legal requirements is an offence and could result in a Fixed Penalty Notice of up to £250 or an unlimited fine.**

**Proceed to Section 2**

## Section 2

### Read the following information carefully:

**Registration:** If you have advised us that a registration is no longer required and have confirmed that you no longer own rental properties in Wales that continue to be let on a domestic tenancy, the properties concerned will be removed from your Rent Smart Wales landlord registration and it will be deactivated. You will be able to re-activate this registration for the same ownership arrangement, at any time up to date of expiry.

**Licence:** If you have advised us that a licence is no longer required, and have confirmed that you no longer conduct letting and/or management activities at rental properties in Wales let on a domestic tenancy, and have given your consent for the licence to be revoked we will do so. Once your licence has been revoked, you will receive a formal decision letter advising you that the revocation process has been completed.

**Registrant/Licensee has died:** If you have advised us that a registrant/licensee has died, we will remove the rental properties from the registration and deactivate it. We will expire the licence on the date of death provided and deactivate the registrant/licensee user account to ensure that no further correspondence is sent. If we need further information regarding the registrant/licensee we will contact the person that has completed this form.

**Corporate Body has been dissolved:** If you have advised us that a corporate body has been dissolved, we will remove the rental properties from the registration and deactivate it. We will expire the licence on the date of that the corporate body was dissolved. If we need further information regarding the registrant/licensee we will contact the person that has completed this form.

**Note:** Any landlord who has a rental property in Wales which is rented on an assured, assured shorthold or regulated tenancy is required to register. Properties let on a domestic tenancy in Wales must have in place an appropriately licensed Landlord or Agent to undertake letting and management activities.

Properties let on a domestic tenancy in Wales must have in place an appropriately licensed Landlord or Agent to undertake letting and management activities. **Failure to comply with these legal requirements is an offence and could result in a Fixed Penalty Notice of up to £250 or an unlimited fine.**

### Read the following declaration carefully:

I/we declare that the information contained in this form 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.

### Please note:

This form must be signed by the licensee if you have completed section 1.1, the next of kin, legal representative of the estate if you have completed section 1.2 and a director/employee if you have completed section 1.3.

Print name:

Role: Registrant/Licensee  Director/Employee  Legal representative of estate  Next of kin

Signed:  Date  /  /

Once you have completed the form, scan and email to [rentsmartwales@cardiff.gov.uk](mailto:rentsmartwales@cardiff.gov.uk) or post to Rent Smart Wales, PO Box 1106, Cardiff, CF11 1UA

If you require any assistance when completing the form, contact Rent Smart Wales using the details below:

**Tel:** 03000 133344

**Contact us form:** [www.rentsmart.gov.wales/contact](http://www.rentsmart.gov.wales/contact)

**Post:** Rent Smart Wales, PO Box 1106, Cardiff, CF11 1UA

## OFFICE USE ONLY

Tick to confirm that the sections have been completed correctly and no further information is required to process the request:

Revoke the licence under S.25 (1)(d), Part 1, Housing (Wales) Act 2014: The licence holder and the licensing authority have agreed that the licence should be revoked

Expire the licence under S.26 (8), Part 1, Housing (Wales) Act 2014: A licence expires and any renewal application made by the licence holder is treated as having been withdrawn where a licence holder –  
(a) dies;  
(b) in the case of a body corporate, is dissolved.

Print name:

Signed:

Date

  /   /