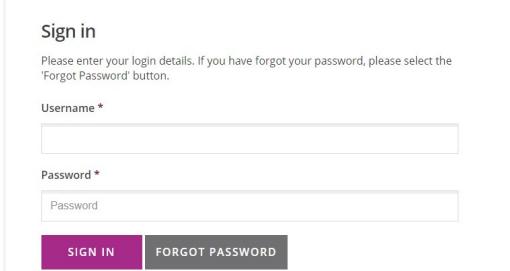


# How to renew your landlord registration online

## 1. Sign-in and recovering log-in details

Visit [www.rentsmart.gov.wales/en/security/login/](http://www.rentsmart.gov.wales/en/security/login/) and sign into your account using your username and password. If you have forgotten your username and password then please click the 'forgot password' button and you will be able to recover these.



Sign in

Please enter your login details. If you have forgot your password, please select the 'Forgot Password' button.

Username \*

Password \*

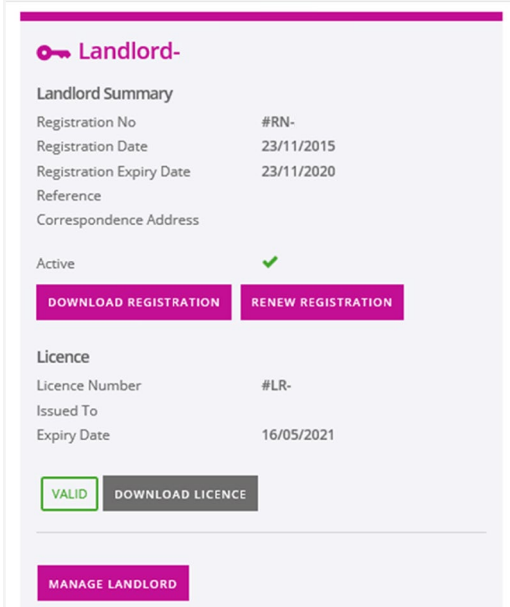
SIGN IN FORGOT PASSWORD

## 2. Landlord information

Upon login you will see a pink landlord registration summary box. If you need to renew your registration within the next 84-calendar days, you will see a 'renew registration' button. Click this button to start your landlord registration renewal.

You will then be navigated to the first section of your landlord registration renewal - 'Landlord Information'. Here you can review your personal details. You should check that all information is correct, and amend anything that needs updating.

**Note:** As a renewal is a continuation of a previous registration, you will not be able to change the 'ownership arrangement' listed on the landlord registration. If the ownership arrangement has changed for the rental property(ies) within your registration, you will need to create a new landlord registration for the new arrangement.



Landlord-

Landlord Summary

Registration No #RN-

Registration Date 23/11/2015

Registration Expiry Date 23/11/2020

Reference

Correspondence Address

Active

DOWNLOAD REGISTRATION RENEW REGISTRATION

Licence

Licence Number #LR-

Issued To

Expiry Date 16/05/2021

VALID DOWNLOAD LICENCE

MANAGE LANDLORD

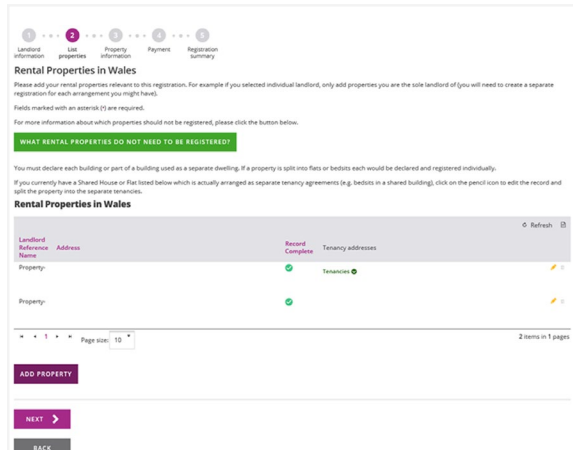
Please click 'Next' to move to the next page.

## 3. List properties

You will then proceed to 'List Properties'. Here, you will review the properties that are already part of your landlord registration renewal application. You can update the properties already present, add new rental properties that are owned in the same ownership arrangement, or delete properties for which you are no longer the landlord, or are now owned in a different ownership arrangement.

**Note:** 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 need to be declared and registered individually.

If you currently have a Shared House or Flat listed below which is actually arranged as separate tenancy agreements (e.g. bedsits in a shared building), click on the pencil icon to edit the record and split the property into the separate tenancies'.



Landlord information List properties Property information Payments Registration summary

Rental Properties in Wales

Please add your rental properties relevant to this registration. For example if you selected individual landlord, only add properties you are the sole landlord of (you will need to create a separate registration for each arrangement you might have).

Fields marked with an asterisk (\*) are required.

For more information about which properties should not be registered, please click the button below.

WHAT RENTAL PROPERTIES DO NOT NEED TO BE REGISTERED?

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.

If you currently have a Shared House or Flat listed below which is actually arranged as separate tenancy agreements (e.g. bedsits in a shared building), click on the pencil icon to edit the record and split the property into the separate tenancies.

Rental Properties in Wales

Landlord Reference	Address	Record Completed	Tenancy addresses	Refresh
Property		<input checked="" type="checkbox"/>	Tenancies <input checked="" type="checkbox"/>	
Property		<input checked="" type="checkbox"/>		

Page size: 10 2 items in 1 pages

ADD PROPERTY

NEXT

BACK

## 4. Property information

In this step you will provide information about the rental properties that are linked to your landlord registration renewal application.

**Note:** The information that you will be asked to provide will depend on the property type.

Examples of the types of questions asked are:

- How many habitable storeys are there in the building that contains the rental property?
- How many people reside in the rental property?
- Is there gas supplied to the rental property?

You will need to complete this process for each property on your registration. You can cycle through them by clicking 'next'. Information for all properties must be complete before proceeding to the next screen.

Once you have entered all of the property information you are required to complete a **declaration** regarding the information provided before proceeding to the next stage of the application.

Property Information Per Property

For each of your properties, additional information is required. Please fill in the form below.

Property Reference

Property Type\*

Shared House

How many people are residing in the property?\*

0

How many Habitable Storeys are in the building that contains this property?\*

Please select

Does the property have a private water supply?\*

No

Is there Gas supplied to this property?\*

X  ✓

Is there a solid fuel appliance in this property?\*

X  ✓

Does the property have a fire alarm system?\*

Yes - wired

Is there an EPC for this property?\*

X  ✓

NEXT

BACK

## 5. Payment

In the next screen you will be required to arrange payment for the renewing registration. Fees for a new and renewed landlord registration can be found in the Fee Policy on our website [here](#).

You should select 'Pay Now' to view the payment screens and enter payment information.

Fee Payment Required

You have provided all the information required for registration. The final step is payment of the registration fee. Please proceed to payment. If you would prefer to pay over the phone or cannot find a way to make the payment online, please contact Rent Smart Wales on 03000 133344. When you have completed your payment please do not close your browser until you have been returned to your dashboard. Once your payment has been accepted you will receive confirmation of your registration via e-mail.

The registration fee is:

PAY NOW PAY LATER

## 6. Registration summary

Once you have successfully completed your payment, your landlord registration renewal application will be complete and a confirmation screen titled 'registration summary' will display.

If you hold an existing licence or if it is identified that you need to apply for a licence, the final summary screen will also contain information on how to proceed and if any action is required of you.

You will also receive an email containing your registration document upon successful renewal of your landlord registration.

Successful Registration

Below is your unique registration number for this landlord arrangement, please make a note of this for future reference. You have also been sent this in an e-mail, along with the full details of your registration under the Housing (Wales) Act 2014. You can view an overview of your registration by clicking on the 'dashboard' button below.

#RN- Licensing

You have indicated that you, or a person named on your registration (e.g. a joint landlord or employee) will be responsible for letting or managing activities at a rental property in Wales. Therefore the person(s) named responsible for letting/management on your registration must apply for a licence and pay the licence fee under the Housing (Wales) Act 2014, whether that be yourself or any other person named as responsible on your registration.

If you are responsible for letting or managing you must continue and start the licence application process by clicking on 'apply now' below. During the application you can book Rent Smart Wales training, or upload evidence of having completed approved training.

If someone else associated with the registration needs a licence, it shows below but they must go to their account to apply for the licence.

If a licence application has already been submitted, a box will show that states your licence is pending approval.

Once a licence has been approved or refused, this box will update and the applicant will be made aware of the decision that has been made regarding their licence application.

Licence

Licence Number

Issued To

Expiry Date

VALID

DASHBOARD