

Rent Smart Wales

Licence no longer required notification

Section 1

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

- 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. The definition of letting and management activities for landlords and agents can be found here: www.rentsmart.gov.wales/en/faqs (**Complete Section 1.1 - Pages 1 + 2**)
- The licensee is deceased (**Complete Section 1.2 - Page 3**)
- The licensee is a corporate body, which has been dissolved (**Complete Section 1.3 - Page 4**)

Section 1.1 - 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. A full definition of letting and management activities for landlords and agents is available here: www.rentsmart.gov.wales/en/faqs

Name of licensee	Title:	First Name:	Middle Name:
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Surname: <input type="text"/>		
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/> (DD/MM/YYYY)
Correspondence address	<input type="text"/>		Postcode <input type="text"/>
Licence type	Landlord <input type="checkbox"/>	Agent <input type="checkbox"/>	
Do you own rental properties in Wales that continue to be let on a domestic tenancy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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)	Property address: <input type="text"/>		
			Postcode <input type="text"/>
	Name of replacement licence holder: <input type="text"/>	Company name: <input type="text"/>	
	Agent reference number: <input type="text"/>		
	#A2- <input type="text"/>		

Property address:

Postcode

Name of replacement licence holder:

Company name:

Agent reference number (beginning with #A)

#A2-

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

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 still have the right to appeal against 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. Appeals must be made within 28 days of Rent Smart Wales' formal decision letter which would include further information on how to appeal

Proceed to Section 2

Section 1.2 - 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.

Licensee details

Full name:

Date of birth:

 (DD/MM/YYYY)

Correspondence Address:

Date of Death:

 (DD/MM/YYYY)

Your relationship to licensee:

Licence type

Landlord Agent

Did the licensee own any rental properties in Wales let on a domestic tenancy?

Yes No

If yes, are these properties still being let on domestic tenancy?

Yes No

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)

Property address:

Postcode:

Name of replacement licence holder:

Company name:

Agent reference number:

Property address:

Postcode:

Name of replacement licence holder:

Company name:

Agent reference number:

Please be advised the 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 1.3 - Dissolved corporate body (to be completed by the director/employee of the corporate body)

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

Licensee details

Name of Corporate Body:

Companies House Registration Number:

Registered Office Address:

Date Corporate Body was dissolved

 (DD/MM/YYYY)

Licence type

Landlord Agent

Did the licensee own any rental properties in Wales let on a domestic tenancy?

Yes No

If yes, are these properties still being let on domestic tenancy?

Yes No

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)

Property address:

Postcode:

Name of replacement licence holder:

Company name:

Agent reference number:

Property address:

Postcode:

Name of replacement licence holder:

Company name:

Agent reference number:

Please be advised the 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 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: 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 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 on **03000 133344** or via rentsmartwales@cardiff.gov.uk

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

 / /