

# MAKING AN APPLICATION FOR LANDLORD REGISTRATION USING THE SCOTTISH GOVERNMENT'S ONLINE SYSTEM

## CREATING A USER ACCOUNT

Go to [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk)

Read the Help pages by clicking on "More" under the "About" column  
You will be asked later on in the process to confirm you have read this section

www.landlordregistrationscotland.gov.uk/Pages/Process.aspx?Command=ShowHomePage

**Landlord Registration**

Home Search

Accessibility Help

Home

Welcome to the Landlord Registration central online system for Scotland

Through this website, landlords and agents can apply for registration with all local authorities in Scotland, track their applications and inform registering authorities of any changes to their details.

Members of the public can search the registers of all local authorities to find out whether a person or organisation is registered, or to get contact details for a particular rented property.

Please select what you want to do from the boxes below.

<b>About</b> Information on private landlord registration and how to use this site. <a href="#">More</a>	<b>Search</b> Search for registered landlords, agents and properties. <input type="text"/> <input type="submit" value="Search"/>	<b>Login</b> Username: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/> <input type="button" value="Forgotten Password"/>
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Are you a landlord or agent registering for the first time?

Please read the "About" section before you begin. Then click below to start your application.

[Start Here](#)

The Scottish Government Privacy Policy

The following page will be displayed

Detailed information can be found by clicking on each title

When you have finished return to the home page by selecting “Home”

www.landlordregistrationscotland.gov.uk/Pages/Home.aspx

**Landlord Registration**

[Home](#) [Search](#)

[Help](#) [A](#) | [A](#) | [Accessibility](#) | [Help](#)

If your query is not covered by the information on these pages, please contact the local authority with which you are trying to register. Contacts for each local authority are available from the link below.

**Help Contents**

**Background Information**

- [What is Landlord Registration?](#)
- [Who has to Register?](#)
- [When to Register?](#)
- [Fit and Proper Person](#)
- [What information is available to the public?](#)
- [How much does it cost?](#)

**Applying for Registration**

- [Applying for Registration](#)
- [What Information do I need to Provide?](#)
- [Agents](#)
- [Joint Owners](#)
- [Registrations, Licences and Accreditation](#)
- [How to pay](#)
- [Changes to your details](#)

**Searching**

- [Searching](#)

**Local Authority Contacts**

- [Local Authority Contacts](#)

**Help with using this site**

- [Request a User Account](#)
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- [Registrations, Licences and Accreditation](#)
- [Finding your registration number](#)
- [What is Registration Status?](#)
- [Houses in Multiple Occupation](#)
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- [Discrimination Legislation](#)
- [Technical Help](#)

To begin your application, click “Start Here”

**Note: If you are renewing a registration you must not start a new application – please refer to the separate guidance on renewing a registration**

www.landlordregistrationscotland.gov.uk/Pages/Process.aspx?Command=ShowHomePage

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Please select what you want to do from the boxes below.

**About**  
Information on private landlord registration and how to use this site.  
More

**Search**  
Search for registered landlords, agents and properties.  
Search

**Login**  
Username:   
Password:   
Login  
Forgotten Password

Are you a landlord or agent registering for the first time?  
Please read the “About” section before you begin. Then click below to start your application.

**Start Here**

The Scottish Government Privacy Policy

The “Registration Information Page” will now be displayed.

Please read this carefully before you start your application.

Once you have finished reading the information page, select “Continue”

www.landlordregistrationscotland.gov.uk/Pages/Process.aspx?Command=ShowRegistrationInformationPage&Reset=true&SessionToken=

**Landlord Registration**

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### Registration Information

Please read the following important information before continuing with your application. **Your application is not valid until it has been paid for.** The information applies to **new, renewed and amended applications.**

**Please be aware of the following requirements to use the online registration service:**

- You will have to **pay online** to use the online system - payment can be made by credit or debit card using a secure server, you can print off a record of the payment if required.
- You need an **email address** to use the online system. The email address you provide may be used by your local authority to contact you in the future.
- It is an **offence to provide false information** or to **fail to provide information** and you must keep your details up to date once you have registered, this includes changes to your home address and additional let premises.
- A **valid application is one that contains accurate and complete information, and has been paid for**

### User Account

- New Users:** Before using the system you must **set up a user account** - you will be asked to create a user name and password. You will then be emailed a link to activate your account which should be used to log back into the website (either click on the link or cut and paste it into your browser's address bar). You will then be asked to complete your application. If you do not receive the activation email please check your spam and bulk mail folders.
- Existing Users:** If you already have a user account or have previously registered with any local authority and wish to renew your application, amend your details or add another property, **do not start a new application.** You should use your existing user account to make these changes. If you have forgotten your username or password please contact the local authority with which you have already registered.

### Required Information

Before you proceed with your application, you will need to have the following:

- Details of your home **address** and any previous address within the last 5 years
- Details of **properties** let - including the postcode
- Details of **agents** who act for you in respect of any let property - either their registration number or name and address. Please note that if your agent is not already registered then you will need to pay for them to be assessed as fit and proper. This will cost you a further £55 on top of your own registration fee.
- Details of **joint owners.** You are required to include the name and address of any joint owners, and will be asked for additional optional information.

The following information is also required and should be provided if applicable:

- Company registration number
- Charity registration number
- Details of any other licences held
- HMO Licence number
- Any relevant convictions (spent and unspent)
- Accreditations held, e.g. membership of a local or national scheme

### Next Steps

- Once you have completed all the information and paid, your application will be **considered separately by each local authority** you have applied to. This process also applies to renewed applications. They may contact you for further information. Each authority will contact you with the outcome of your application, and a distinct registration number will relate to each authority you have applied to.
- If you have specified a **joint owner** in your application and that joint owner has not already applied to be registered or is already registered, then they will be required to submit their own separate application for registration. They will be sent details of how to do this by the relevant local authority. If any joint owners of your property fail to submit a valid application for registration **then they will be committing an offence.**

Continue

Privacy Policy

Please note - Visa electron is not currently accepted

## You will now be asked to create your user account.

Please complete this page and then select "Submit"

You will be asked to provide answer to three security questions later on in the application process so you may wish to take a note of your answers for future reference.

://www.landlordregistrationscotland.gov.uk/Pages/HelpRequestAccount.aspx

Landlord Registration

Home Search

Request a User Account

You need to obtain a user account for this site before you can apply for a registration. This makes sure your personal information will be kept secure.

**Please note** if you have already registered and have an existing user account, you should use your existing log in details (your Username and Password) to manage and update your account. This includes adding additional properties and registering in multiple local authorities. You should not have more than one user account.

**Please enter a username you would like to use**

Enter Username:

**Please enter a password and answer all five security questions**

Password:

Retype Password:

In what month was your father born?:

What is the name of your pet?:

What is the name of your primary school?:

What is your favourite colour?:

What is your mothers maiden name?:

**Help**

Please enter a chosen username and password, as well as some simple contact and security information, to obtain a user account.

A verification email will then be sent to you with further instructions.

[More...](#)

The "Help" page gives useful information on choosing your username and password

://www.landlordregistrationscotland.gov.uk/Pages/Process.aspx?Command=ShowHelpRequestAccount

Landlord Registration

Home Search

Requesting a User Account

**Help Contents**

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  - Finding your registration number

You can choose anything you want as a username and password, as long as you will remember them. They must not include spaces or punctuation. If the system says your chosen username has already been used, please choose something else (add a number or an initial, for example). Your password must be at least 8 characters long, and include upper and lowercase letters and at least one number, such as 6Stewart or M4rianne.

Please provide answers to all five security questions. These are used for added security for some functions. The answers need not be true, as long as you will remember them. For example, if you do not have a pet you could use the name of a friend's pet, or a toy animal.

When you have completed the information requested, an email will be sent to you with instructions for activating your account.

You should now provide an e-mail address to which confirmation of your user details and password will be sent, together with an activation link to allow you to access the system to complete your application

Once you have entered your e-mail address and confirmed that you have read the “About” section, please press “Submit”

www.landlordregistrationscotland.gov.uk/Pages/Register.aspx

Landlord Registration

Home Search

Request a User Account

Please note that you must have an email address to register on the website. If you do not have an email address you should contact each local authority where you let property for a paper application. Please note that the email address you provide will be used for validation purposes and may also be used for future contact regarding your application.

Email:

Confirm:

I have read the About section and I understand who has to register and what information I am required to provide.

Help

Please enter a chosen username and password, as well as some simple contact and security information, to obtain a user account.

A verification email will then be sent to you with further instructions.

More...

Privacy Policy

You should receive the message below confirming that your request for a user account is complete.

www.landlordregistrationscotland.gov.uk/Pages/RegisterContact.aspx

Landlord Registration

Home Search

Thank you

Your request for a user account is complete. Confirmation and activation details are now being sent to you.

You will not be able to log into the Landlord Registration central online system until you have received activation details from us.

Click [here](#) to return to the homepage.

A | A | A | Accessibility | Help

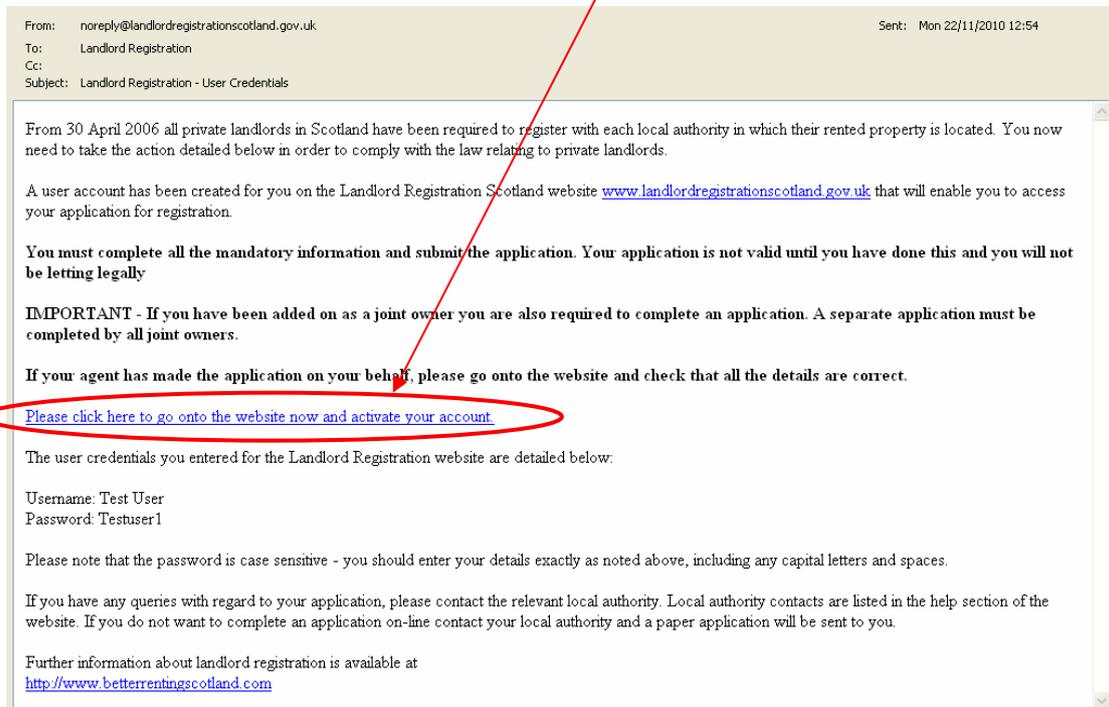
You should now check your e-mails for the activation notification.

Please also check any spam folders.

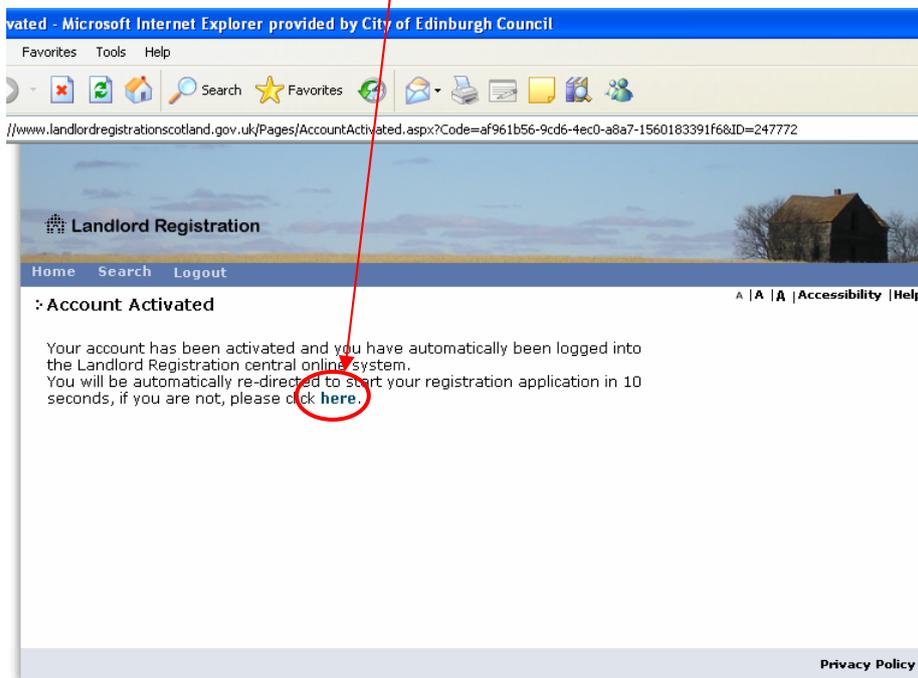
If you do not receive this, please contact a member of the landlord registration team on 0131 469 5293

## Sample e-mail

Please note you should click on this link to activate your account



The following screen will then be displayed. If you are not automatically taken to the next screen please click "here"



You will be asked to answer three of the security questions which you completed previously. Please complete these exactly as entered before

Landlord Registration

Home Search Logout

Security Questions Page

Security Questions Page

Your Details Other Names Address Details Convictions HMO licences Refusals Accreditations

Please answer the following 3 security questions:

What is your favourite colour?: Red

What is the name of your primary school?: Balgreen

What is the name of your pet?: Snowy

Continue

Privacy Policy

You will be then be directed to a screen to start your application