







# Online Registration Process

These are the steps which the person completing a landlord registration with Rent Smart Wales must do. This can all be done once an online account with Rent Smart Wales is created via the Apply/Sign Up page. When you first set up an account you are met with the following screen; to complete a landlord registration you should 'select' the Landlord Option and you will be taken to the first page of the registration process.

## What next?

Select which option best applies to you. If you are unsure, please use our interactive questionnaire. If you think you might be a Landlord, click [here](#).  If you think that you are a landlord who needs a licence, click [here](#).  If you think you might need an Agent licence, click [here](#). 

 <h3>Landlord</h3> <p>Register as a landlord and declare the domestic rental properties you have in Wales.</p> <p>Following this, if you need to apply for a landlord licence you can, as well as booking Rent Smart Wales training.</p> <p><b>SELECT</b></p>	 <h3>Agent</h3> <p>If you carry out letting or management work at a property in Wales that you act on behalf of a landlord at, use this online form to apply for an agent licence.</p> <p>As part of the agent licence application you can book Rent Smart Wales agent training, and if you have employees who need to be trained as part of your agent licence application you can invite them to link to your profile and then book training for them.</p> <p><b>SELECT</b></p>	 <h3>Book Training</h3> <p>If you do not need to register as a landlord or apply for a licence but you wish to complete training (maybe at your employer's request) you can book this here.</p> <p><b>SELECT</b></p>
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If you have gone past this page and instead are on your individual user dashboard, click on the left hand side menu 'My Account Summary', then scroll to the bottom of the page and click on 'New Landlord Registration'. This takes you to the start of the registration process. If you need to do more than one registration (maybe because you are an individual landlord and also responsible for a Body Corporate landlord registration, the 'new landlord registration' button is how you do this.

### The Online Registration Process

<input checked="" type="checkbox"/>	State what type of arrangement the landlord is (Individual, Joint, Body Corporate, Company, Charity or Trust) <small>*defined below</small>
<input checked="" type="checkbox"/>	State if the applicant does letting and management at any of the rental properties in Wales they are about to register.
<input checked="" type="checkbox"/>	If the applicant does let or manage any of their own properties in Wales and therefore needs a landlord licence, the person is also asked if they let and manage rental property on behalf of any other landlord's in Wales. If the answer is yes, the applicant at the end of the registration process will be

	directed to apply for an agent licence which will cover them for both their landlord and agent activities.
<input checked="" type="checkbox"/>	Provide contact details for the applicant (phone number, address and email address).
<input checked="" type="checkbox"/>	If a joint landlord registration only, provide the name(s) and date of birth for all other joint landlords and state if they carry out any letting and management activities at any of the jointly owned rental properties in Wales.
	<p>Provide the address for each of the properties rented by the landlord on either an Assured, Assured Shorthold or Regulated tenancy in Wales. To make the process as quick as possible it is best to have the postcode for the addresses to hand, so they can be found by a postcode finder.</p> <p>For each property registered you will also be asked the following:</p> <ul style="list-style-type: none"> <li>• What type of property is it (e.g. detached, terraced, etc)?</li> <li>• How many bedrooms does it have?</li> <li>• Does the landlord let or manage the property - Yes/No</li> <li>• Does a Local Authority let or manage the property - Yes/No. If yes, you can select which LA</li> <li>• Does an agent let or manage the property - Yes/No. If yes, you must try and find the agent on our list, please use a broad search to try and find the agent as named on our list rather than just the name of someone you know in the agency. Only if you really can't find the agent on the list can you then add the agent's details in manually. To make the process as streamlined as possible it is best to ask your agent what name they have applied for a licence under (as it will be their legal name not necessarily their Trading Name).</li> </ul>
<input checked="" type="checkbox"/>	The registration fee must be paid; the online fee is £33.50
<input checked="" type="checkbox"/>	Declare the information is true and not misleading; remember this is a legal process.
<p>Once a registration is completed and all the steps above are made and it is submitted, you will then get an official registration number. This always starts #RN. You will also be sent your registration over email and it is always retrievable in your online account.</p> <p><b>A registration is not valid and you will not have met your legal obligations under the Housing (Wales) Act 2014 unless you have a #RN registration number and you can see your registration to download in your account.</b></p>	

\*A landlord, for the purpose of the legislation, is the person who is entitled to possession of the property. This in most cases 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**

If you are the sole owner of the property (with only your name on the deeds) then this is the option for you.

### **Joint Landlord**

If the property being registered is in joint ownership (i.e. more than one person's name on the deeds) then this is the option for you. One of the joint owners must be appointed as the lead to register on behalf of the other joint owners.

### **Body Corporate**

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 Companies House or another relevant registration number, the registered office address and correspondence address.

### **Trust**

If the property is owned in 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) filling in the registration.

If you require further assistance, call us on 03000133344 where our advisors will be happy to help.

You can also contact us using our contact us form found on our website: <https://www.rentsmart.gov.wales/en/contact/>