

Applicant	Type of Applicant	Licence Needed	Extra Condition(s) on top of standard conditions*	Additional Information
1.Landlord	Resident in mainland UK and only letting and managing own rental properties	Landlord Licence - Individual or Company, Charity, Trust	For up to 4 weeks a year can appoint unlicensed person to manage if applicant on holiday/absent, etc	
2. Landlord	Overseas resident who owns rental properties in Wales and does complete management activities	Landlord Licence - Individual or Company, Charity, Trust	Must have someone who is based in Mainland Britain to act on landlord's behalf, who will need to obtain an Agent Licence (see Clause 5 below) within 8 weeks of licence being granted	Agent can be commercial or non-commercial (e.g. family member or friend).
3. Agent	Person who completes letting and/or management work on behalf of unrelated landlords (non-family members)	Agent Licence - Individual or Company, Charity, Trust or Residential Landlord Association.	<p>If the agent handles Client Money (see definition below), they do require Client Money Protection.</p> <p>All agents will need Professional Indemnity Insurance and Membership to a Redress Scheme.</p> <p>If applicant does not have these on application, they have to obtain them within 6 weeks of the licence being granted or face having their licence revoked.</p>	<p>Conditions only apply if more than 2 properties managed by agent on behalf of one unrelated landlord only (see 5 below).</p> <p>If agent does not handle Client Money, they must sign a declaration of such before a licence can be granted. This can be downloaded from the Rent Smart Wales website here> <i>Document Reference: Declaration ANCMP</i> <i>Document Title: Agent No Client Money Declaration</i></p>
4. Agent	Person who completes	Agent	Even if the agent handles Client Money (see	

	letting and/or management activities on behalf of only family members (and possibly on their own properties)	Licence - Individual or Company, Charity, Trust or Residential Landlord Association.	definition below) on behalf of family members, they do not require Client Money Protection, Professional Indemnity Insurance and Membership to a Redress Scheme	
5. Agent	Person who looks after only 2 or less properties on behalf of only one unrelated (non-family member) landlord	Agent Licence - Individual or Company, Charity, Trust or Residential Landlord Association.	Conditions will be as in case 4 above, but only if landlord and agent signs form <i>Document Reference: Declaration 2P1L1A. Document Title: One Client, Two Properties Declaration which can be read here</i> . Otherwise normal unrelated Agent conditions apply (as in 3 above)	

Standard conditions on all licences:

- If the licensee employs connected persons (employees; who are on its payroll, etc) in future who do letting and/or management work as defined in the Act as part of their contract of service they must be suitably trained within 3 months of:
 - a. starting the position or
 - b. if currently employed, within 3 months of this licence being awarded
 Rent Smart Wales must be notified about the new staff member and their training within the 3 months.
- The licensee must comply with the Code of Practice for Landlords and Agents licensed under Part 1 of the Housing (Wales) Act 2014. A copy of the Code can be viewed online on our Downloads Page. The Code contains two elements. First and foremost, it sets out what landlords must do to keep to the conditions of this licence. All requirements given as ‘musts’ are already contained in legislation and are requirements you should already be aware of due to the training you have completed to obtain this licence. The second element of the Code is information on what can be done to raise standards above the minimum level required by law. This is described as “Best Practice”, and is shown in shaded boxes throughout the document. These are carried out at the discretion of landlords and lettings agents. Failure to meet Best Practice would not be a reason for Rent Smart Wales to revoke a licence.

- The licensee is permitted to use the Rent Smart Wales brand as a licensed landlord. However, this must be used in accordance with the brand guidelines at all times. A copy of the brand guidelines can be viewed online on our Downloads page or you can request a copy.
- The licensee must keep their details up to date either within their Rent Smart Wales account at www.rentsmart.gov.wales or by notifying Rent Smart Wales by telephone on 03000 133344 or by post at Rent Smart Wales, PO Box 1106, Cardiff. CF11 1UA. These details must be updated within 28 days of the change.
- A licence is granted on the condition that the licensee is considered fit and proper. Should this change and the licensee or anyone associated with them is convicted of an offence during the period of their licence they must notify Rent Smart Wales within 14 days of being convicted. Please note driving offences are exempt.

And in addition for agents:

- To only act on behalf of Landlords of rental properties in Wales who have registered with Rent Smart Wales. Agent under obligation to notify their client landlords about the requirements under Part 1 of the Housing (Wales) Act 2014 and if after notifying a landlord of the need to register they have failed to do so within 12 weeks, the agent must provide the name and contact details of the landlord to Rent Smart Wales to investigate.
- *If an agent is granted a licence without the requirement for Client Money Protection and or Professional Indemnity Insurance and/or membership to a redress scheme, the following condition is included:* If in the future you take on letting and management of properties (not owned by family members/where you handle client money, etc) you must take out and maintain throughout the period of your licence Client Money Protection, Professional Indemnity Insurance, Membership of an Independent Letting and Management Redress Scheme (as accepted by Rent Smart Wales) and a complaints procedure. You must supply the details of each to Rent Smart Wales within 6 weeks of taking on letting and management of these additional properties.

Clause 5: If your main residence is outside of Mainland Britain you must either appoint a Rent Smart Wales licensed agent to assist you with the management of your rented property, or alternatively, employ a Mainland Britain based member of staff to assist you in the management of your properties. You will have 8 weeks from the date your licence is granted to put such person(s) in place.

Definition of Client Money: Client money includes rent, deposits or other funds (whether in the form of cash, cheque, draft or electronic transfer) which an Agent holds or receives, for or from a client, and which is not immediately due and payable on demand to the Agent for its own account.

Additional points:

1. A landlord licence only allows a person to act at a property where they are a landlord. If the person does any letting and management on behalf of anyone in Wales at a rental property that the person has no landlord interest in, they will need an agent licence instead.
2. Licences are never granted to a 'joint arrangement' (i.e. two or more named individuals)
3. Family members are as defined in section 258 of the Housing Act 2004 (<http://www.legislation.gov.uk/ukpga/2004/34/section/258>)