

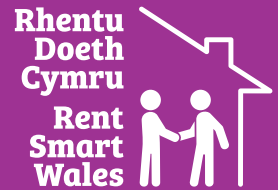
# Application Form

## Rent Smart Wales - Landlord Registration

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance at the end of the form. Please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

This form is to be used to become registered under the Housing (Wales) Act 2014. You must complete a separate form for each landlord arrangement you need to register. So, for example, if you own and rent out a property on your own, and one with somebody else, you would need to complete two registrations on two forms (with two fees) to reflect the different landlord relationships you are part of.



### Section 1. Landlord Details

<b>Are you applying as:</b>  *Defined in guidance	<b>An individual landlord**?</b>	<input type="checkbox"/>	If so, complete <b>Section 1.1</b>
	<b>A lead landlord for a group of joint landlords**?</b>	<input type="checkbox"/>	If so, complete <b>Section 1.1</b> and <b>Section 1.2</b>
	<b>A body corporate**?</b>	<input type="checkbox"/>	If so, complete <b>Section 1.3</b>
	<b>A charity**?</b>	<input type="checkbox"/>	If so, complete <b>Section 1.3</b>
	<b>A trust**?</b>	<input type="checkbox"/>	If so, complete <b>Section 1.3</b>

### Section 1.1

<b>Name:</b>	<b>Title:</b>	<b>First Name:</b>	<b>Middle Name:</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>Surname:</b>		
	<input type="text"/>		
<b>Other name(s) by which you have been known:</b>	<input type="text"/>		
<b>Date of birth</b>	<input type="text"/>	<input type="text"/>	<input type="text"/> (DD/MM/YYYY)
<b>Correspondence address</b>	<input type="text"/>		
			<b>Postcode</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Contact Phone Number</b>	<input type="text"/>		
<b>Contact E-mail Address</b>	<input type="text"/>		
<b>UK resident landlord?</b> *Defined in guidance	Reside in UK	<input type="checkbox"/>	
	Outside UK	<input type="checkbox"/>	

## Section 1.2

**Name and Date of Birth of Joint Landlord(s)**

Title:  First Name:  Middle Name:

Surname:  D.O.B.:

Does this landlord do letting and/or management activities\* at any property you are registering? Yes  No

Title:  First Name:  Middle Name:

Surname:  D.O.B.:

Does this landlord do letting and/or management activities\* at any property you are registering? Yes  No

Title:  First Name:  Middle Name:

Surname:  D.O.B.:

Does this landlord do letting and/or management activities\* at any property you are registering? Yes  No

If this landlord/these landlords have yet to obtain a licence you must tell them they need to apply. They can either do this on-line at: [www.rentsmart.gov.wales](http://www.rentsmart.gov.wales) or by phoning 03000 133344 to request a paper application.

## Section 1.3

**Name and role of person completing this form**

Title:  First Name:  Middle Name:

Surname:  Role:  D.O.B.:

**Name of Company/ Trust/Charity**

**Relevant registration number**  
\*defined in Guidance

**Correspondence Address**

Postcode

**Address of registered or principal office**

Postcode

Same as correspondence address

**Contact Phone Number**

**Contact E-mail Address**

## Section 2: Rental Properties in Wales

You must provide the full address of each rental property for which the registrant is the landlord. **If you are registering numerous addresses you can enclose a separate list if this is easier for you;** but you must provide all requested details for each address. You must declare each building or part of a building used as a separate dwelling. Therefore, if declaring a property split into flats, each flat would be declared individually.

**Address of Rental Property**

Postcode

**Type of rental property**

Detached       Semi-detached       Terraced (including end of terrace)   
Purpose built block of flats or tenement       Converted or shared house (including flats and bedsits)

**Number of bedrooms in this rental property**

**Does the landlord carry out letting and management activities\* at this property?**  
\*defined in guidance

Yes       No       If yes, you must apply for a landlord licence\* from Rent Smart Wales

**Does an agent carry out letting and management work\* at this property?**  
\*defined in guidance

Please tick the boxes that apply:

Letting Work       Management Work       I do not use an agent

If an agent does carry out letting and/or management work, please provide the following details for every agent you instruct:

First Name:       Surname:

or Company Name:

Email address of agent who will be responsible:

Telephone number of managing agent who will be responsible:

Address of managing agent who will be responsible:

Rent Smart Wales Licence Number (if already obtained):

Do you believe they have applied for a Rent Smart Wales licence?      Yes       No

If this agent has yet to obtain a licence you must tell them they need to apply. They can either do this on-line at: [www.rentsmart.gov.wales](http://www.rentsmart.gov.wales) or by phoning 03000 133344 to request a paper application.

## Additional Rental Properties

Address of Rental Property

Postcode

Type of rental property

Detached       Semi-detached       Terraced (including end of terrace)   
Purpose built block of flats or tenement       Converted or shared house (including flats and bedsits)

Number of bedrooms in this rental property

Does the landlord carry out letting and management activities\* at this property?  
\*defined in guidance

Yes       No       If yes, you must apply for a landlord licence\* from Rent Smart Wales

Does an agent carry out letting and management work\* at this property?  
\*defined in guidance

Please tick the boxes that apply:

Letting Work       Management Work       I do not use an agent

If an agent does carry out letting and/or management work, please provide the following details for every agent you instruct:

First Name:       Surname:

or Company Name:

Email address of agent who will be responsible:

Telephone number of managing agent who will be responsible:

Address of managing agent who will be responsible:

Rent Smart Wales Licence Number (if already obtained):

#LR

Do you believe they have applied for a Rent Smart Wales licence?

Yes

No

If this agent has yet to obtain a licence you must tell them they need to apply. They can either do this on-line at: [www.rentsmart.gov.wales](http://www.rentsmart.gov.wales) or by phoning 03000 133344 to request a paper application.

## Additional Rental Properties

Address of Rental Property

Postcode

Type of rental property

Detached       Semi-detached       Terraced (including end of terrace)   
Purpose built block of flats or tenement       Converted or shared house (including flats and bedsits)

Number of bedrooms in this rental property

Does the landlord carry out letting and management activities\* at this property?  
\*defined in guidance

Yes       No       If yes, you must apply for a landlord licence\* from Rent Smart Wales

Does an agent carry out letting and management work\* at this property?  
\*defined in guidance

Please tick the boxes that apply:

Letting Work       Management Work       I do not use an agent

If an agent does carry out letting and/or management work, please provide the following details for every agent you instruct:

First Name:       Surname:

or Company Name:

Email address of agent who will be responsible:

Telephone number of managing agent who will be responsible:

Address of managing agent who will be responsible:

Rent Smart Wales Licence Number (if already obtained):

Do you believe they have applied for a Rent Smart Wales licence?      Yes       No

If this agent has yet to obtain a licence you must tell them they need to apply. They can either do this on-line at: [www.rentsmart.gov.wales](http://www.rentsmart.gov.wales) or by phoning 03000 133344 to request a paper application.

### Section 3. Further Information

Preferred language for correspondence

English  Welsh

How did you hear about the requirement to register?

Local Authority  Friend/Colleague  Landlord Association   
Letting/Management Agent  Search Engine  Direct Marketing Material   
Landlord Forum/Event  Other (Please specify below):

Extra Detail:

### Section 4. Method of payment

Fee payable is:

Cheque enclosed made payable to: Rent Smart Wales Cheque amount:   
 Debit/credit card (Visa, MasterCard or Maestro)

We will contact you for your card details. Please let us know the best contact time and telephone number.

### Section 5. Declarations

By submitting this form you are accepting the Data Processing Notice which can be read in the guidance section of this form.

I/we declare that the information contained in this application 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.

The local authorities in Wales and Rent Smart Wales partners want to connect with landlords and agents to keep them informed about local relevant information (such as forum events, potential tenants, funding opportunities, etc.)

Yes, please keep me informed:

You can unsubscribe at any time by contacting Rent Smart Wales.

Signed:

Dated:

This form must be signed by the individual landlord named in section 1.1 or an employee/member of the landlord in section 1.3. Without such a signature it will not be considered as a complete application and will be sent back to you to correct. This will cause a delay in your registration.

Please return the form to the following address:

**Rent Smart Wales,  
PO Box 1106,  
Cardiff,  
CF11 1UA**

The form must be correctly filled in, signed, dated and the fee payment enclosed with the form for it to be accepted as a valid registration. Ring Rent Smart Wales on 03000 133344 for assistance with completing this form.

## Section 6. Equal Opportunities

Rent Smart Wales wants to make sure that its services are accessible to everyone. We therefore ask you to answer the following questions so we can be sure our service is delivered fairly.

**All questions are voluntary** and it will not make any difference to the service you receive if you do not answer them. By choosing to answer them you are helping us to ensure everyone using our service is treated equally.

Any information provided will be treated confidentially.

### Gender

Male  Female  Male to Female  Female to Male  Prefer not to say

### What is your age?

Under 16  16-24  25-34  35-44   
45-54  55-64  65+  Prefer not to say

### Disability

Identifying as a disabled person can include people with hearing or sight impairments, people with mental health difficulties or learning disabilities, people with mobility impairments, or those who have long-term health conditions, for example: depression, diabetes, asthma, multiple sclerosis, HIV or cancer.

**Do you identify as a disabled person?** Yes (please Select):  No  Prefer not to say

Deaf / Deafened / Hard of hearing  Mobility impairment  Long standing illness or health condition   
Wheelchair user  Learning impairment / difficulties  Visual impairment   
Mental Health difficulties  Prefer not to say  Other (please specify):

### Sexual Orientation (Only answer this question if you are over the age of 16)

Gay Man  Gay Woman / Lesbian  Heterosexual   
Bisexual  Prefer not to say  Other (please specify):

### Religious Belief / Non-Belief

**Do you regard yourself as belonging to any particular religion?**

Yes (please select):  No, no religion   
Christian  Buddhist  Hindu  Prefer not to say   
Muslim  Sikh  Jewish  Other (please specify):

## Language Skills

English

Welsh

Prefer not to say

Other (please specify):

## What is your current Marital or Civil Partnership Status (Only answer this question if you are over the age of 16)

Single

Married

Registered Civil Partnership

Prefer not to say

Other (please specify):

## Ethnic Monitoring

Do you consider yourself to be Welsh? Yes  No  Prefer not to say

### White

Welsh / English / Scottish  
Northern Irish / British

Irish

Other White background  
(please specify):

### Mixed / Multiple Ethnic Groups

White & Black  
Caribbean

White & Black  
African

White &  
Asian

Other Mixed/Multiple  
ethnic background

### Asian / Asian British

Indian

Pakistani

Bangladeshi

Chinese

Other Asian background  
(please specify):

### Black / African / Caribbean / Black British

African

Caribbean

Other Black / African / Caribbean Background  
(please specify):

### Other Ethnicity

Arab

Czech

Gypsy/Irish Traveller

Japanese

Polish

Yemeni

Other background  
(please specify):

## Pregnancy and Maternity

Are you pregnant, or have you given birth within the last 26 weeks?

Pregnant

Given Birth

No

Prefer not to say

Thank you for taking the time to complete the Rent Smart Wales Monitoring Form



## Section 7. Guidance

<p><b>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).</b></p>	<p><b>Individual Landlord:-</b> You are the sole owner of the property (with only your name on the deeds). You must provide your name, date of birth, correspondence details and the full address of each rental property in Wales that you are the landlord for.</p> <p><b>Joint Landlord:-</b> The rental property is in joint ownership (i.e. more than one person's name on the deeds). One of the joint owners must be appointed as the lead to register on behalf of the other joint owner(s). The lead must provide their own details and the details of each joint landlord.</p> <p><b>Body Corporate:-</b> 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.</p> <p><b>Charity:-</b> 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.</p> <p><b>Trust:-</b> If the property is owned in a 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.</p>
<p><b>Non-UK resident landlord</b></p>	<p>If you live abroad for 6 months or more per year, you're classed as a 'non-resident landlord' by HM Revenue and Customs (HMRC) and this should be noted on the registration form</p>
<p><b>Relevant Company Registration Number</b></p>	<p>This would be the registration number of the Company. For a Body Corporate this is the registration number given by Companies House for the Company</p>
<p><b>Letting and Management</b></p>	<p>These are defined in section 6 &amp; 7 of the Housing (Wales) Act 2014. As a landlord, you will need a licence if you do or intend to do any of the following things at a property for which you are a landlord:</p> <p>The things are—</p> <ul style="list-style-type: none"> <li>(a) arranging or conducting viewings with prospective tenants;</li> <li>(b) gathering evidence for the purpose of establishing the suitability of prospective tenants (for example, by confirming character references, undertaking credit checks or interviewing a prospective tenant);</li> <li>(c) preparing, or arranging the preparation, of a tenancy agreement;</li> <li>(d) preparing, or arranging the preparation, of an inventory for the dwelling or schedule of condition for the dwelling.</li> <li>(e) collecting rent;</li> <li>(f) being the principal point of contact for the tenant in relation to matters arising under the tenancy;</li> <li>(g) making arrangements with a person to carry out repairs or maintenance;</li> <li>(h) making arrangements with a tenant or occupier of the dwelling to secure access to the dwelling for any purpose;</li> <li>(i) checking the contents or condition of the dwelling, or arranging for them to be checked (even if the tenancy has ended but you are checking its condition it to determine the condition the tenants left it in);</li> <li>(j) serving notice to terminate a tenancy.</li> </ul>
<p><b>Landlord Licence</b></p>	<p>Landlord licensing is a separate process to landlord registration. You must complete a landlord licence application, pay the licensing fee and complete landlord training.</p> <p>To apply, either visit <a href="http://www.rentsmart.gov.wales">www.rentsmart.gov.wales</a> or phone 03000 133344 for a paper form to complete and to find out about the training options available to you.</p>

## Letting and Management Work

The following sets out the letting and management work which a person acting on behalf of a landlord at a rental property in Wales requires a licence. This is defined in section 10 and 12 of the Housing (Wales) Act 2014.

If an individual or company acts on your behalf and meets the following criteria for an agent licence, they must be identified in this registration by you against the rental property they work at.

### Criteria for agent licensing:

#### Agent Letting Work:

One of these can be done by a person who is not the landlord without requiring an agent licence, as long they also do nothing under the 'agent property management work' section.

- publishing advertisements or disseminating information;
- arranging and conducting viewings with prospective tenants;
- preparing, or arranging the preparation of, the tenancy agreement;
- preparing, or arranging the preparation of, any inventory or schedule of condition;

#### Agent Property Management Work:

This activity on its own requires a licence

- collecting rent;

It is acceptable to do one of the following without requiring a licence, as long as you do not collect rent, or do anything under the 'Agent Letting Work' section

- being the principal point of contact for the tenant in relation to matters arising under the tenancy;
- making arrangements with a person to carry out repairs or maintenance;
- making arrangements with a tenant or occupier of the dwelling to secure access to the dwelling for any purpose;
- checking the contents or condition of the dwelling, or arranging for them to be checked as part of a current tenancy or for one that has ended;
- serving notice to terminate a tenancy.

If the only thing done on instruction by a landlord is that either before, during or after a tenancy any inventory or schedule of condition is created by a person in relation to a tenancy, that person does not need to be licensed as an agent (unless they do anything else listed under this part)

## Data Processing Notice

### Why personal data is collected and stored

In order to meet the obligations of the Landlord Registration System and Licensing System as set out in Part 1 of the Housing (Wales) Act 2014, the Licensing Authority is required to develop and maintain a system that allows for the collection of information. Local authorities in Wales also have functions under the Act, and therefore information held on you by Rent Smart Wales will be accessible by the Local Authorities within the county where you operate. In addition, Local authorities may share relevant information they hold about you with the Licensing Authority to help determine whether you are a fit and proper person to act as a licensed landlord or licensed agent.

Rent Smart Wales is operated by Cardiff Council. Cardiff Council is therefore the Data Controller in respect of any personal data provided for these purposes.

All information provided will be treated in confidence and in accordance with the Data Protection Act 1998. It will only be used for the purposes of the Rent Smart Wales Scheme, however on occasions the Licensing Authority may also share your personal data with regulatory bodies such as HM Revenue and Customs, or the Police, for the purpose of detecting and preventing fraud or for any other purpose permitted by law.

### How will my information be used?

You are required to provide information that is accurate and up-to-date. This information will not be kept for any longer than necessary. The information provided will be used for the following purposes where applicable:

- to issue a landlord with a registration; to grant a landlord a licence, or an agent a licence.
- to monitor compliance of landlords and agents in line with the Housing (Wales) Act 2014
- to show (to members of the public who search the Register) if a landlord is registered; and if the landlord or agent (or both) identified as undertaking letting or management tasks at the property is licensed
- to process financial transactions for payments made for registration, licensing and training costs
- to assist local authorities and the licensing authority to carry out their legal duties under the Housing (Wales) Act 2014

If you would like to know more, or have any concerns about how your information is being processed, please contact Rent Smart Wales. All personal information collected through this website will be processed in line with the principles of the Data Protection Act 1998. More information about the Data Protection Act is available from the Information Commissioner's website <https://ico.org.uk/>

You may use these pages to provide any additional information or property details not included within the form.

