

**Rhentu
Doeth
Cymru**
**Rent
Smart
Wales**



Rent Smart Wales Fee Policy

From 19th of April 2018



PART 1 HOUSING (WALES) ACT 2014: FEE POLICY

Revised with effect from 19/04/18.

Set out below is the Fee Policy for Rent Smart Wales (RSW). The fees collected are used to resource the provision of the service which includes landlord registration, landlord and agent licensing and delivery of associated training. RSW is not a profit making organisation.

Regulation 9 (1) of The Regulation of Private Rented Housing (Information, Periods and Fees for Registration and Licensing) (Wales) Regulations states that where a licensing authority charges a fee for registration or licensing it should prepare and publish a fees policy.

Regulation 9 of The Regulation of Private Rented Housing (Training Requirements) (Wales) Regulations 2015 states that where the licensing authority charges a fee for an authorisation of a training provider or an approval of a course it must prepare and publish a fees policy.

In setting the fees for registration, licensing and training the licensing authority:

- Must act in accordance with its policy;
- May fix different fees for different cases or descriptions of cases; and
- May determine that no fee is required to be paid in certain cases or descriptions of case.

The Licensing Authority may review its fees policy and where it does so must publish the policy as revised. Licensing Authority retains the right to amend fees at its discretion.

Set out below are the fees that will apply to the applications processed under the provisions of Part 1 of the Housing (Wales) Act 2014 from 1st April 2018 or date of upgrade to the RSW IT portal, whichever is later.

Please note from the date of implementation of this policy, Landlords and Agents have the option to pay the Licence fee at a discounted rate upfront or via two-part payment, 1st part payment to be made on submission of licence application, 2nd part payment to be paid prior to the licence being issued.

Fees for Registration, Licensing of Landlords and Training Approval and Authorisation

Application Type	New application	Renewal Period	Renewal Fee	Additional Information
Landlord Registration - On Line	£33.50	5 years	To be set in light of operational experience prior to expiry of registrations, licences, approvals and authorisations.	<p>Landlord licence fee applies to agents instead of agent fee only in following circumstances:</p> <p>a) Agents managing and/or letting 20 or less properties or</p> <p>b) Agents who manage only their own and / or properties owned by a relative and do not employ staff for letting and management purposes. Relative is defined in Section 258 Housing Act 2004 unless otherwise stated</p> <p>*Discounted – upfront payment of total licence fee.</p> <p>No charges levied for updating information.</p> <p>Applicants can make amendments in their own accounts without charge.</p> <p>Payment options available in exceptional circumstances only.</p>
Landlord Registration - Paper	£80.50	5 years		
Landlord licence online – Part 1 fee	£99	5 years		
Landlord licence online – Part 2 fee	£84	5 years		
*Landlord Licensing Online - Discounted	£144.00	5 years		
Landlord licencing paper – Part 1 fee	£148	5 years		
Landlord licencing paper – Part 2 fee	£77	5 years		
*Landlord Licensing Paper - Discounted	£186.00	5 years		
Course Approval	£440.00	2 years		
Training Provider Authorisation	£685.00	2 years		

Fees for Licensing of Letting and Management Agents.

Please ensure you read ALL information including the additional information.

Application Type	Number of Private Rented Properties Managed in Wales	Application Fee	Payment by Annual Instalments
Agent Licencing – Online (No professional body membership) Part 1 Fee	Up to 100	£2100.00	Yes
	101 to 500	£1084	No
	501 to 1000	£1453	No
	1001 to 1999	£1821	No
	2000+	£2022	No
Agent Licencing – Online (No professional body membership) Part 2 Fee	Up to 100	N/A	N/A
	101 to 500	£2155	No
	501 to 1000	£2886	No
	1001 to 1999	£3618	No
	2000+	£4017	No
*Agent Licencing - Online (No professional body membership) – Discounted	Up to 100	£2100.00	Yes
	101 to 500	£3200.00	No
	501 to 1000	£4300.00	No
	1001 to 1999	£5400.00	No
	2000+	£6000.00	No
Agent Licencing – Online (With professional body membership) Part 1 fee	Up to 100	£1890	Yes
	101 to 500	£977	No
	501 to 1000	£1309	No
	1001 to 1999	£1640	No
	2000+	£1821	No
Agent Licencing – Online (With professional body membership) Part 2 Fee	Up to 100	N/A	N/A
	101 to 500	£1942	No
	501 to 1000	£2600	No
	1001 to 1999	£3259	No
	2000+	£3618	No
*Agent Licencing - Online (With professional body membership) – Discounted	Up to 100	£1890.00	Yes
	101 to 500	£2880.00	No
	501 to 1000	£3870.00	No
	1001 to 1999	£4860.00	No
	2000+	£5400.00	No
Agent Licencing – Paper (No professional body) Part 1 fee	Up to 100	£2700	Yes
	101 to 500	£1600	No
	501 to 1000	£2059	No
	1001 to 1999	£2517	No
	2000+	£2767	No

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Agent Licencing – Paper (No professional body) Part 2 Fee	Up to 100 101 to 500 501 to 1000 1001 to 1999 2000+	N/A £2239 £2880 £3522 £3872	N/A No No No No
*Agent Licensing- Paper (No professional body membership) – Discounted	Up to 100	£2700.00	Yes
	101 to 500	£3800.00	No
	501 to 1000	£4900.00	No
	1001 to 1999	£6000.00	No
	2000+	£6600.00	No
Agent Licencing – Paper (With a professional body membership) Part 1 Fee	Up to 100 101 to 500 501 to 1000 1001 to 1999 2000+	£2490 £1467 £1879 £2292 £2517	Yes No No No No
Agent Licencing – Paper (With a professional body membership) Part 2 Fee	Up to 100 101 to 500 501 to 1000 1001 to 1999 2000+	N/A £2052 £2630 £3207 £3522	N/A No No No No
*Agent Licensing- Paper (With professional body membership) – Discounted	Up to 100	£2490.00	Yes
	101 to 500	£3480.00	No
	501 to 1000	£4470.00	No
	1001 to 1999	£5460.00	No
	2000+	£6000.00	No
Renewal Period: 5 years			

Additional Information: Letting and Management Agents Fees

1. Payment by instalments:

The option to pay by instalments is only available to managing agents, managing up to 100 properties unless exceptional circumstances apply and will be subject to Operational Manager approval.

Fee payable for an online application: the first instalment (based on administration costs) is £633 (with professional membership) and £703 (without professional membership) and the remainder will be split equally over 4 annual payments for **online** agent applications.

Fee payable for a paper application: The first instalment (based on administration costs) is £1038 (with professional membership) and £1125 (without professional membership) and the remainder will be split equally over 4 annual payments for **paper** agent applications.

Payment by instalments is only available if:

- A direct debit is set up at application stage.
- A commitment to payment of the full amount has to be established at the outset.
- Will only be available when there is no evidence of poor payment history or cancellation of previous payment plans.

When instalment arrangements are cancelled / not paid the licence will be revoked and the applicant will need to submit a new licence application if required. This will incur a new application fee whatever is appropriate at the time of application.

2. Relevant professional body membership includes:

- Association of Residential Letting Agents (ARLA)
- National Association of Estate Agents (NAEA)
- Royal Institute of Chartered Surveyors (RICS)
- National Approved Letting Scheme (NALS)
- The UK Association of Letting Agents (UKALA)
- Other as determined by Licensing Authority

A social letting agency whose total letting and management activity purely relate to delivery in conjunction with a local authority social letting partnership is eligible for the professional membership discount.

3. Let Only Agencies:

Let only agencies fall into the “up to 100” category (except if letting 20 or less, see above).

Rent Smart Wales Training Fees:

The Licensing Authority delivers its own training to meet the requirements of the legislation. The courses available directly from Rent Smart Wales and fees associated with each are listed below:

Course Title	Method of Delivery	Teaching Duration	Fee payable
Landlord Classroom Course	Classroom	6.5hrs	£100.00
Agent Classroom Course	Classroom	7.5hrs	£140.00
RSW Online Landlord Course	Online	Est 5hrs	£30.00
RSW Online Agent Course	Online	Est 7.5hrs	£50.00
RSW Agent Supplementary Course	Online	Est 2.5hrs	£20.00
Rent Smart Wales Landlord Top Up	Online	1hr	No charge
CPD courses			
CPD classroom course	Classroom	Variable hours	Up to £100 depending on course type & course provider.
CPD online course	Online	Variable hours	Up to £30 depending on course type

Applicants that are not able to complete the online or classroom-training course will be offered alternative options where possible, as recognised by the Equality Impact Assessment. Fees will reflect the cost of course delivery and be subject to approval from the Operational Manager.

Additional information to provide clarity on the policy:

- No charges are levied for updating information, unless stated otherwise in policy
- If an agent is a landlord also, any landlord property managed by them as an agent (where the landlord is the same legal entity as the agent) will be discounted for the purpose of properties managed by the agent.
- If a landlord/agent requests additional licence cards an administration fee of £7 per card will be charged.
- An administration charge of £12 will be incurred for re-issuing licence cards, **and** providing printed copies of registration and licence documentation.
- If a landlord changes ownership of their properties from one entity to another e.g. an individual person to a body corporate this will require a new registration / licence application with a new fee to pay.
- Once an application is approved, the application type cannot be changed. A new licence application needs to be submitted and a new fee paid.
- If a licensee no longer requires a licence, it will be revoked but no reimbursement of the fee will be returned to the applicant. In cases where the fee is being paid by instalments, the outstanding amount is still due.
- There is no refund of a licence fee where a landlord ceases to be a landlord within the five-year licence period.
- If an application for a landlord or agent licence is refused, the fee due will be equivalent to the Part 1 fee only. If a higher amount has been paid voluntarily at the application stage, the difference will be refunded by RSW.
- If an application for a landlord or agent licence is revoked, no refund of any part of the fee will be made.
- If a landlord/agent has applied for a licence online and wishes to receive correspondence by post, then the landlord is required to pay for the paper application fee. The applicant will need to pay the difference, which will be used towards the administration of printing and posting correspondence.

Effective date of policy:

19th April 2018