

HOW TO APPLY FOR RENEWAL OF YOUR LANDLORD REGISTRATION ONLINE

If your registration is due for renewal the note “You must confirm your details before renewing” should be displayed in red on your registration

If you do not renew before your expiry date an additional late application fee of £110 is applied automatically.

1. Go to www.landlordregistrationscotland.gov.uk and log into your registration
 - ✓ You should have been provided with a username and password when you first applied for registration.
 - ✓ If you know your username and have a current email address in the system you can reset your password online
 - ✓ If you cannot remember your username or do not have a current email address registered, please contact [Private Landlord Registration](#)
 - ✓ DO NOT create a new user account, please ensure you log onto your current registration
2. Confirm you personal details are correct by clicking *Confirm my details*

The screenshot shows the 'Landlord Registration' website. At the top, there is a navigation bar with 'Home', 'Search', 'Registrations', 'My Details', and 'Logout'. Below this is a 'Your Details' section with the following information: Title: Miss, Firstname: Test, Other Name(s):, Surname: User, Date Of Birth: 23-06-1961. A red circle highlights the number '2' next to a 'Confirm my details' button. To the right of the button, a red message states: '*You must confirm your details before renewing'. Below this is a 'Registrations due for renewal' section with a 'Show all' button and a warning: 'Before renewing, you should confirm that the details of your properties are correct, for example, if they are HMOs or jointly owned.' A table lists registrations with columns for 'Pay', 'Registration Reference', 'Landlord Name', 'Local Authority', and 'Status'. One registration is shown with a checked box, reference '182759/260/11400', landlord 'Test User', authority 'Glasgow City', and status 'Approved'. At the bottom, there is a 'Submit' button. On the right side, there is a 'Help' section with a red circle around an asterisk icon and a question mark icon. The help text explains the Registrations page and provides instructions on how to use the site.

Pay	Registration Reference	Landlord Name	Local Authority	Status
<input checked="" type="checkbox"/>	182759/260/11400 Expires: 12-Mar-2009	Test User	Glasgow City	Approved DEL X

* Most pages include a help section which will provide extra information and guidance

Landlord Registration

Home Search Registrations My Details Logout

Accessibility Help

Your Details

Security Questions Page

Your Details Other Names Address Details Convictions HMO licences Refusals Accreditations

Your details are locked. To make changes please click on "Amend".
[More...](#)

Your Details

Title: Miss
First name: Test
Surname: User
Date Of Birth: 10/12/1976

[Continue](#) [Amend](#)

Help
Please enter your name and date of birth.

[Privacy Policy](#)

- ✓ Go through all your personal details by clicking *Continue* and check that they are correct
 - ✓ If you need to make any changes, press *Amend* and then unlock your details and update as required
3. Continue through each screen making any other changes as required until you return to the home page. The *Confirm your details* message should no longer be visible

4. Check all your let properties are included. Click onto each of your registered properties and check that their details are correct, amend if necessary
 - ✓ Remember that Agents and Joint Owners should always be listed
 - ✓ If you need to make any changes, click *Amend* and then unlock your details and update as required

Landlord Registration

Home Search Registrations My Details Logout

Property Address

Property Address Agent Joint Ownership Contact Address

Your details are locked. To make changes please click on "Amend".
More...

Enter the house name / number and the postcode, or the house name / number, street and town.

If the property you are looking for cannot be found then please contact your local authority. Click [here](#) for their contact details.

City of Edinburgh Council, Chesser House
500 Gorgie Road
EDINBURGH
EH11 3YJ

Help

Enter the address of the property you wish to register, and show if it is an HMO or an accredited property.

More...
Addresses...

Repairing Standard Enforcement Orders:

No enforcement orders for this property

- This is not an HMO property
- This is not an Accredited property

Cancel Continue Amend

5. Continue through each screen making any other changes as required until you have checked all your let properties and returned to the home page

6. To submit your application, tick the *Pay* box and then press *Submit*

The screenshot shows the 'Landlord Registration' website interface. At the top, there is a navigation bar with 'Home', 'Search', 'Registrations', 'My Details', and 'Logout'. Below this is a 'Registrations' section with a 'Your Details' box containing personal information like 'Title: Miss', 'Firstname: Test', 'Surname: User', and 'Date Of Birth: 10-12-1976'. A 'Confirm my details' button is below. The main section is 'Registrations due for renewal', featuring a table with columns: 'Pay', 'Registration Reference', 'Landlord Name', 'Local Authority', and 'Status'. The first row has a checked 'Pay' box, registration reference '182759/260/11400', landlord name 'Test User', local authority 'Glasgow City', and status '(Approved) Amended'. A 'Submit' button is circled in red at the bottom right of the page.

Pay	Registration Reference	Landlord Name	Local Authority	Status
<input checked="" type="checkbox"/>	182759/260/11400	Test User	Glasgow City	(Approved) Amended DEL ✕

7. Press Submit again, tick the declaration and press *Continue* to pay any registration fees due

- ✓ Make payment online using debit or credit card
- ✓ Fees are £55 to renew plus £11 per property. The Late Application Fee is £110. 10% online discount (excluding Late Application Fee) with further discounts for landlords registered in other local authorities and renewing online and charities
- ✓ Joint owners are not liable to pay a registration fee (but are liable for the Late Application Fee)
- ✓ You should also receive an e-mail confirmation from Worldpay that payment has been received, please retain this for your records

8. Return to main screen

You have now completed the renewals process. Your renewal will be checked by a member of the landlord registration team. When your renewal has been approved you will receive a letter advising you of this. This will be sent after the expiry date and will confirm the date that your next renewal is due.