

Private Sector Landlord Registration

Additional Property Sheet

Your Full Name:	
Registration No:	
Address of the property to be registered, including postcode:	

1) Is this property a House in Multiple Occupation?

<input type="checkbox"/>	Yes	If 'Yes', please give the HMO licence number:	
<input type="checkbox"/>	No		

2) Is this property an 'Accredited property'?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

3) Does an agent act for you in relation to this property?

An agent is anyone who acts for you in relation to a house you let. This may be a professional such as a letting agent or solicitor, or a friend or relative who looks after the property, arranges repairs, collects rents and so on. You must declare any agent you use.

<input type="checkbox"/>	No		
<input type="checkbox"/>	Yes	If 'Yes', please give their registration number:	
		Or, agent's name and address if registration number is not known:	
		Name	
		Address:	

You must ensure that you use a registered agent to manage your property, if your agent is not registered please ensure that you complete and return an agent application form and pay the applicable fee. Further information and forms can be requested from our office. Your application cannot be approved until both you and any agents you use have been approved.

4) Do you jointly own this property with anyone else?

	Yes
	No

If 'Yes', please enter their registration number(s):

	Joint Owner Details	Joint Owner Details
Their Registration number(s):		
If registration number not known then the joint owners name(s) and address(es):		
Name:		
Address:		
Family Member (Yes/No)?		

All joint owners of any let house must be registered. Your application cannot be approved until both you and any joint owners have been approved. No principal fee is applicable for ANY joint owners.

5) What do you want to use as the contact address for this property?

	Your address	
	Your agent's address	
	Another address: (Please give details)	

Please add this property to my existing registration. I confirm that I will contact the landlord registration team directly with any additional changes and updates to my registration.

Signed (lead applicant)	
Signed (joint applicant – where applicable)	
Date:	

Please return this form along with the required payment, to the Homelessness & Advice Section, Housing Services, Orkney Islands Council, Kirkwall, Tel.: 01856 873535. Any queries can also be directed to the Homelessness & Advice Section.