

Registration of Private Landlords

Information Sheet – Fee Structure

Principal Fee: £80.00

Property Fee: £18.00

Each landlord will be required to pay the principal fee when registering. This fee will cover the actual registration for the landlord. Each property will incur an additional fee of £18.00. For example, a landlord with two properties will be required to pay £116 (£80 + £18 + £18).

If you employ an agent, and they have not already registered, another principal fee (£80) is payable. If your agent has registered already then you will not have to pay this fee.

Discounts

- If you jointly own a property, you must nominate a “lead owner” who will pay the principal fee. No fee will apply to the joint owners.
- Landlords who possess a House in Multiple Occupation (HMO) Licence will be exempt from paying the principal fee but must pay an additional fee for any non-HMO properties.
- Registered Charities are entitled to 100% discount – therefore no principal fee or property fee is payable.
- Landlords who register with more than one local authority are entitled to a 50% discount on the principal fee – therefore £40 is payable in each local authority. Property fees will be added to this amount.

Payment must accompany your application. Fees can be paid online using your debit or credit card or by cash or cheque via the Cash Desk, Council Offices, School Place, Kirkwall or the Warehouse Buildings, Stromness. Cheques should be made payable to Orkney Islands Council and be marked “Landlord Registration” on the back.