

Compulsory Landlord Registration in Wales

Since 23 November 2015, all Landlords with privately rented property let out on a domestic tenancy in Wales are legally required to register with Rent Smart Wales in order to comply with the law.

Domestic tenancies are Standard Occupation Contracts under the Renting Homes (Wales) Act 2016.

Who needs to register?

The immediate landlord of a rental property in Wales needs to complete a landlord registration and must do so themselves. To register as a landlord, you need to give your personal details, the addresses of the properties you rent out, and who is in charge of letting or managing them.

A landlord could be:

- An individual
- Two or more persons who own a rented property jointly
- A company
- A charity; or
- A trust

Joint landlords simply register through one registration. A joint landlord arrangement will require one landlord to act as the 'lead' landlord for the purposes of registration.

If the landlord is a company, charity, or trust, use the organisation's details—not the person filling out the form. You'll also need to give the registration number. These can be found on Companies House for limited companies and LLCs and on the Charity Commission for charities.

Can an agent complete a registration on behalf of a landlord?

No - if you are a letting and/or managing agent and are not the immediate landlord of the rental property, you should not complete a registration on the landlord's behalf.

This is because the person completing the registration has to verify that the information being registered is true, accurate and complete as they are personally responsible for the record.

There are only two exceptions to this, which are in the case of Power of Attorney and Executors, for which there is further guidance outlined within Rent Smart Wales' [FAQs](#).

To view these FAQs please go to: <https://rentsmart.gov.wales/en/faqs/>

How much does it cost?

The easiest and cheapest way to register is online however it is also possible to complete a paper application if preferred.

Application Type	Online Fee	Standard Fee
New and revoked registration	£60	£102
Renewing a registration	£48	£87

Registrations are split into two application types – new registration and renewal.

To take advantage of the renewal fee, the landlord must apply for registration renewal within the 84 days before the registration expires.

If a landlord has an existing registration but allows it to expire, this will incur a new registration fee and not the renewal fee.

How long is a registration valid for?

Once completed, the landlord registration is valid for 5 years. Upon expiry, you will need to renew the registration to comply for a further 5 years. [Read more about the renewal process here](#) or go to: <https://rentsmart.gov.wales/en/renewal/>

To check the validity of an existing landlord registration, [view Rent Smart Wales' public register](#) or go to: <https://rentsmart.gov.wales/en/check-register/>

How to Register

To start the online registration process, you must first [create an account](#) by going to: <https://rentsmart.gov.wales/en/dashboard/?fdSignup=true>

In order to complete the registration process, you will need:

- Personal details
- Details of joint owners (including contact details and their date of birth)
- For companies, charities and trusts, relevant registration numbers
- Addresses for each of the rental properties for which you are the landlord in Wales
- Details of letting/managing agent (if applicable)
- Credit or debit card to pay the registration fee

The Complexities of Different Ownership Arrangements

It is important that your registration reflects the ownership arrangement of the rental property.

Different ownership arrangements will require their own separate registration.

Example 1: If you own one property individually, and another property jointly with another person, you will need to create two separate registrations and may also need two separate licences if you both undertake letting and management activities.

Example 2: If you and another person own two properties jointly, only one registration is required.

Registration and Licensing - What is the difference?

Landlords not involved in setting up contracts and managing their rental properties do not require a licence however they must:

- Complete a landlord registration; AND
- Appoint a licensed agent to conduct letting and management activities.

Landlords who undertake letting and management tasks at their rental properties must:

- Complete a landlord registration; AND
- Apply for a Rent Smart Wales licence themselves

[Learn more about licensing here](#), or visit: <https://rentsmart.gov.wales/en/licensing/>

Are there any exemptions?

The requirement to register does not apply:

- If an owner occupier has one or more lodgers in their home and the lodgers share amenities with the homeowner.
- When the residential dwelling is part of an agricultural agreement
- To commercial lets (i.e. properties used in conjunction with running a business)
- To accommodation rented on a 'licence' (e.g. University owned).
- Where the landlord is a Residential Social Landlord regulated by the Welsh Government
- To holiday lets
- To residential accommodation if it is not a permanent structure; this may / may not include a mobile home, houseboat or static caravan
- Where a dwelling is owned under a freehold and the freeholder leases it under a leasehold agreement (to a person who becomes a leaseholder). However if the leaseholder then rents out a dwelling on a Standard Occupation Contract, the leaseholder as the 'landlord' needs to register the dwelling.
- To rental properties outside of Wales

Can a rental property be registered by more than one landlord?

No, a property can't be registered by a new landlord unless they show proof to Rent Smart Wales that they now have a landlord interest i.e. ownership or lease. The property is then added to the appropriate registration.

Types of evidence that you can provide include:

- Land Registry documentation
- Letter from a solicitor confirming ownership
- Leasehold agreement
- Property Deeds
- Mortgage Documents

Evidence should be sent using the contact details [available here](#) or by visiting:

<https://rentsmart.gov.wales/en/contact/>

What should I do if the landlord of a registered property has died?

If the landlord of a registered rental property in Wales has died the executor, next of kin, or legal representative should notify Rent Smart Wales within 28 days. To do this, complete and return the 'Registration/Licence No Longer Required' Form, available [here](#) or by visiting:

https://rentsmart.gov.wales/Uploads/Downloads/00/00/01/10/DownloadFileEN_FILE/Reg.-and-Lic.-No-Longer-Required-Form.pdf

Only the legal representative, executor or next of kin can complete the below form on behalf of the landlord/agent who has died.

If the property is still being rented out, the person in charge of the landlord's estate (like an executor) must register as a landlord. The person now managing or letting the property must also have the right licence to do so.

What are the penalties for non-compliance?

Failure to register is an offence which could lead to:

- A fixed penalty notice of up to £150
- Prosecution and fines
- Your ability to secure possession of the property being restricted

If you are aware of an unregistered landlord, report them [here](#) or by visiting:

<https://rentsmart.gov.wales/en/contact/>

To view Rent Smart Wales' Enforcement Policy, click [here](#) or visit:

https://rentsmart.gov.wales/Uploads/Downloads/00/00/00/55/DownloadFileEN_FILE/RSW-Enforcement-Policy-2020.pdf

To [REGISTER ONLINE](#), please visit: <https://rentsmart.gov.wales/en/dashboard/?fdSignup=true>