
Overview

This standard is for private property landlords and agents acting on their behalf who are obliged to register with local authorities before renting private property to tenants. It is about complying with registration requirements and meeting prescribed criteria and conditions relating to registration including: property information; eligibility as a fit and proper person; and property management and legal compliance.

**Performance
criteria**

- You must be able to:
- P1 ensure that you are the appropriate person to register as a private landlord or as an agent for a private landlord as defined within the registration scheme
 - P2 ensure that you meet the relevant exemption criteria if wishing not to register
 - P3 declare any joint ownership attaching to private properties and provide information on each person
 - P4 declare any Houses in Multiple Occupation licences and voluntary accreditations and permissions
 - P5 declare any agents acting on the owners behalf in the renting and management of private properties and provide all information required for registration purposes
 - P6 register with the appropriate local authority for the area where each property is located
 - P7 ensure that the owner of agent meets the fit and proper criteria for private landlord registration requirements
 - P8 declare any additional materials facts which may affect registration
 - P9 provide all personal information required for registration purposes
 - P10 ensure that applications are made and fees paid at the appropriate time
 - P11 ensure that re-registration and the registration of additional properties are made promptly and accurately
 - P12 ensure that properties are managed and maintained so as to minimise anti-social behaviour from tenants and comply with property management Codes of Practice including health and safety requirements
 - P13 provide tenants with proof of registration and explain the registration process and implications as required
 - P14 meet continuous professional development requirements of registration
 - P15 engage and co-operate with local authorities and other agencies in the operation of the registration scheme

Knowledge and understanding

You need to know and understand:

- K1 who is required to register as a private landlord or agent for a private landlord under the registration scheme
- K2 those landlords who are exempt from registration and the conditions and criteria for exemption
- K3 the definition of joint ownership and the implications for registration
- K4 implications of Houses in Multiple Occupation licences and voluntary accreditations and permissions for registration
- K5 the definition of an agent acting on behalf of a property owner and the information on them to be included in the registration application
- K6 how to identify the appropriate local authority based on the location of a property
- K7 the conditions to be met in relation to being a fit and proper person to act as a private property landlord and the declarations that must be made in relation to them regarding
- K8 any criminal convictions
- K9 unlawful discrimination offences
- K10 anti-social behaviour contraventions
- K11 housing law contraventions
- K12 the personal information to be given at the time of registration and how it will be used and stored
- K13 the period of registration and the re-registration process
- K14 the definition of anti-social behaviour and the private landlord's obligations to prevent or respond to such behaviour
- K15 the property Codes of Practice applying to the management of private landlord property and the obligations to conform to them
- K16 the private property landlord's obligations regarding health and safety regulation and best practice
- K17 the rights of tenants to information regarding private property landlord registration and the implications for their tenancy
- K18 how to ensure continuous professional development as a private property landlord and where this can be accessed

K19 how to engage with local authorities and other agents to ensure the effective operation of the registration scheme

Developed by	Asset Skills
Version number	1
Date approved	November 2013
Indicative review date	November 2018
Validity	Current
Status	Original
Originating organisation	Asset Skills
Original URN	ASTRL22
Relevant occupations	Residential landlord
Suite	Residential Block Management; Residential Landlords; Residential Property Letting and Management
Key words	registration; private landlords; property codes of practice; Houses in Multiple Occupation; private landlords obligations
