

Registration/licence no longer required notification

Section 1

Tell us the reason why the Rent Smart Wales registration/licence is no longer required.

If the landlord or agent is deceased please complete the 'Notification of deceased landlord/agent' form found here: www.rentsmart.gov.wales/en/resource-library/

- Registration and Licence:** The registration and licence is no longer required as I am no longer the landlord of a dwelling subject to, or marketed or offered for let under, a domestic tenancy in Wales and I no longer conduct letting and/or management activities as defined in Part 1 Housing (Wales) Act 2014. The definition of letting and management activities for landlords and agents can be found here: www.rentsmart.gov.wales/en/faqs
Complete Sections 1.1, 1.2 and 2
- Registration only:** The registration is no longer required as I am no longer the landlord of a dwelling subject to, or marketed or offered for let under a domestic tenancy in Wales.
Complete Sections 1.1 and 2
- Licence Only:** The licence is no longer required as I no longer conduct letting and/or management activities as defined in Part 1 Housing (Wales) Act 2014.
Complete Sections 1.2 and 2
- Corporate Body has been Dissolved:** The registration and/or licence is no longer required as the landlord and/or agent is a corporate body, which has been dissolved
Complete Sections 1.3 and 2

Section 1.1 - Registration no longer required

Name	Title	First name	Middle name(s)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Surname		
	<input type="text"/>		
Date of birth	(DD/MM/YYYY)		
Correspondence address	Postcode		
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Registration type	Individual <input type="checkbox"/>	Corporate body <input type="checkbox"/>	Registration number
	Joint <input type="checkbox"/>	Trust <input type="checkbox"/>	
			#RN-

Do you own rental properties in Wales that continue to be let on a domestic tenancy?

- Yes If yes, you will still require your landlord registration and no further action will be taken. If you need to remove a property from your landlord registration, you can do this by logging into your online account, or by using the contact details found on page 5 of this form. If no, please
- No continue to the next section of the form.

Section 1.2 - Licence no longer required

Complete this section if you no longer require your Rent Smart Wales licence as you no longer conduct letting and/or management activities as defined in Part 1 Housing (Wales) Act 2014.

Name	Title	First name	Middle name(s)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Surname		
	<input type="text"/>		
Date of birth	(DD/MM/YYYY)		
Correspondence address	Postcode		
	<input type="text"/>		
Licence type	Landlord <input type="checkbox"/>	Agent <input type="checkbox"/>	Licence number
			#LR-

Do you own rental properties in Wales that continue to be let on a domestic tenancy?

Yes No If yes, you still require your landlord registration. You must ensure that your landlord registration is kept up to date and any changes are made within 28 days. If no, please continue to the next section of the form

If yes, provide the address of each rental property and details of the replacement landlord/agent for each property (you may use a separate sheet if required)

Property address 1	Postcode
<input type="text"/>	<input type="text"/>
Name of replacement landlord/agent	Company name
<input type="text"/>	<input type="text"/>
Licence reference number	
<input type="text"/>	

Property address 2	Postcode
<input type="text"/>	<input type="text"/>
Name of replacement landlord/agent	Company name
<input type="text"/>	<input type="text"/>
Licence reference number	
<input type="text"/>	

Property address 3

Postcode

Name of replacement landlord/agent

Company name

Licence reference number

Please be advised that if you consent to the licence above being revoked, you must not carry out lettings work or property management work at any rental property, within Wales, which is subject to, marketed, or let under a domestic tenancy and that there will remain a duty to register any dwelling, of which the individual named above is the landlord. **Failure to comply with these legal requirements is an offence and could result in a Fixed Penalty Notice of up to £250 or an unlimited fine.**

Do you have any representations that you wish to make with regard to the revocation of the Rent Smart Wales licence?

Yes No

Representations include any additional information you would like to be taken into account prior to Rent Smart Wales making a determination to revoke this licence.

If yes, provide details of representations (you may use a separate sheet if required)

Sign and date below to consent to the revocation of the Rent Smart Wales licence.

Print name

Signed

Date

On receipt of your consent, Rent Smart Wales will revoke the licence under Section 25 of the Housing (Wales) Act 2014. Once your licence has been revoked, you will receive a formal decision letter advising you that the revocation process has been completed.

You will have the right to appeal the revocation of your licence to the Residential Property Tribunal, who can be contacted at Welsh Tribunals Office, Oak House, Cleppa Park, Celtic Springs, Newport, NP10 8BD.

Proceed to Section 2

Section 1.3 - Dissolved corporate body (to be completed by the director/employee of the corporate body)

Only complete this section if you are advising Rent Smart Wales that the landlord/agent is a corporate body, which has now been dissolved.

Name of corporate body			
Companies House registration number			
Registered office address		Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Date corporate body was dissolved	(DD/MM/YYYY)		
Registration type	Individual <input type="checkbox"/>	Corporate body <input type="checkbox"/>	Trust <input type="checkbox"/>
	Joint <input type="checkbox"/>	Charity <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Registration number	<input type="text" value="#RN-"/>	This reference number can be found on the registration certificate.	
Licence type	Landlord <input type="checkbox"/>	Agent <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Licence number	<input type="text" value="#LR-"/>	This reference number can be found on the licence conditions.	

Did the landlord/agent own any rental properties in Wales let on a domestic tenancy?

Yes No

If yes, are these properties still being let on a domestic tenancy?

Yes No Not known (property sold)

If yes, provide the address of each rental property and details of the replacement licence holder for each property (you may use a separate sheet if required)

Property address Postcode

Name of replacement licence holder Company name

Licence reference number

Proceed to Section 2

Section 2

Read the following information carefully:

Registration: If you have advised us that a registration is no longer required and have confirmed that you no longer own rental properties in Wales that continue to be let on a domestic tenancy, the properties concerned will be removed from your Rent Smart Wales landlord registration and it will be deactivated. You will be able to re-activate this registration for the same ownership arrangement, at any time up to the date of expiry.

Licence: If you have advised us that a licence is no longer required, and have confirmed that you no longer conduct letting and/or management activities at rental properties in Wales let on a domestic tenancy, and have given your consent for the licence to be revoked we will do so. Once your licence has been revoked, you will receive a formal decision letter advising you that the revocation process has been completed.

Corporate Body has been dissolved: If you have advised us that a corporate body has been dissolved, we will remove the rental properties from the registration and deactivate it. We will expire the licence on the date that the corporate body was dissolved. If we need further information regarding the landlord/agent we will contact the person that has completed this form.

Note: Any landlord who has a rental property in Wales which is rented on a domestic tenancy is required to register. Properties let on a domestic tenancy in Wales must have in place an appropriately licensed landlord or agent to undertake letting and management activities. **Failure to comply with these legal requirements is an offence and could result in a Fixed Penalty Notice of up to £250 or an unlimited fine.**

Read the following declaration carefully:

I/we declare that the information contained in this form is correct to the best of my/our knowledge. I/we understand that I/we commit an offence if I/we supply any information to the licensing authority in connection with any of its functions under Part 1 of the Housing (Wales) Act 2014 that is false or misleading and which I/we know is false or misleading or am/are reckless as to whether it is false or misleading.

This form must be signed by the landlord if you have completed section 1.1, the landlord/agent if you have completed section 1.2 or the director/employee if you have completed section 1.3.

Print name

Landlord/agent

Director/employee

Signed

Date

Return the completed form by email to rentsmartwales@cardiff.gov.uk or post to
Rent Smart Wales, PO Box 1106, Cardiff, CF11 1UA

If you require any assistance when completing the form, contact Rent Smart Wales:

Tel: 03000 133344

Contact us form: www.rentsmart.gov.wales/contact

Post: Rent Smart Wales, PO Box 1106, Cardiff, CF11 1UA