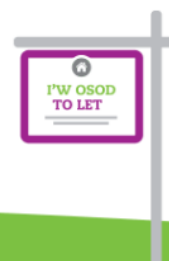


**Rhentu  
Doeth  
Cymru**  
**Rent  
Smart  
Wales**



# Rent Smart Wales Fee Policy

October 2020



## Contents

Contents .....	2
PART 1 HOUSING (WALES) ACT 2014: FEE POLICY .....	3
Fees for landlord registration and licensing .....	4
Fees for agent licensing.....	5
Payment by instalments .....	7
Training fees.....	8
Course fees for landlords and agents .....	8
Fees for Training Providers.....	9
Additional information .....	9
Ancillary charges and discounts.....	9
Clarification points.....	10
Refunds.....	10

## PART 1 HOUSING (WALES) ACT 2014: FEE POLICY

Revised with effect from 13<sup>th</sup> October 2020.

Set out below is the Fee Policy for Rent Smart Wales (RSW). The fees collected are used to resource the provision of the service which includes landlord registration, landlord and agent licensing and delivery of associated training. RSW is a non-profit organisation.

Regulation 9 (1) of The Regulation of Private Rented Housing (Information, Periods and Fees for Registration and Licensing) (Wales) Regulations states that where a Licensing Authority charges a fee for registration or licensing it should prepare and publish a fees policy.

Regulation 9 of The Regulation of Private Rented Housing (Training Requirements) (Wales) Regulations 2015 states that where the Licensing Authority charges a fee for an authorisation of a training provider or an approval of a course it must prepare and publish a fees policy.

In setting the fees for registration, licensing and training, the Licensing Authority:

- Must act in accordance with its policy;
- May fix different fees for different cases or descriptions of cases; and
- May determine that no fee is required to be paid in certain cases or descriptions of case.

The Licensing Authority may review its fees policy and where it does so must publish the policy as revised. The Licensing Authority retains the right to amend fees at its discretion.

Set out below are the fees that will apply to activities delivered under the provisions of Part 1 of the Housing (Wales) Act 2014 from 13/10/2020.

Landlords and agents have the option to pay the licence fee at a discounted rate upfront or via two-part payment. First part payment to be made on submission of licence application, second part payment to be paid prior to the licence being issued.

## Fees for landlord registration and licensing

- Each application has either an Online Fee or a Paper Fee, depending on the method of application.
- Licensing fees can be split into two parts, which incurs an additional administrative charge of £39.
- All registrations and licences are valid for five years from the date of issue / approval.
- Registrations are split into two application types – new registration and renewal. To take advantage of the renewal fee, the landlord must apply for renewal within the 84 days before the registration expires. If a landlord has an existing registration but allows it to expire, this will attract the new registration fee and not the renewal fee.
- A landlord licence renewal will receive an Early Compliance Reward if it is applied for between 42 and 84 days before expiry. This amounts to 10% taken off the cost of the licence renewal.
- Please ensure you read ALL information including the additional information on page 9.

Application type	Online Fee	Paper Fee
New registration	£45	£84
Renewing a registration	£36	£67.20
Landlord licence	<b>Single payment:</b> £187  <b>Split fee:</b> Part 1: £155 Part 2: £71	<b>Single payment:</b> £223  <b>Split fee:</b> Part 1: £196 Part 2: £66
Landlord licence – Early Compliance Reward <sup>1</sup>	<b>Single payment:</b> £168.30  <b>Split fee:</b> Part 1: £143 Part 2: £64.30	<b>Single payment:</b> £200.70  <b>Split fee:</b> Part 1: £180 Part 2: £59.70

<sup>1</sup> Where a landlord licence renewal is applied for **42 days or more before expiry**. The maximum amount of days a licence renewal can be applied for is **84 days before expiry**.

## Fees for agent licensing

- If an agent manages over 20 properties, they will receive a Professional Membership Discount if they are a member of one of the following bodies:
  - Association of Residential Letting Agents (ARLA)
  - National Association of Estate Agents (NAEA)
  - Royal Institute of Chartered Surveyors (RICS)
  - Safeagent (formerly known as NALS)
  - The UK Association of Letting Agents (UKALA)
  - Other as determined by the Licensing Authority
- A social letting agency whose total letting and management activity purely relate to delivery in conjunction with a local authority social letting partnership is also eligible for the Professional Membership Discount.
- Each application has either an Online Fee or a Paper Fee, depending on the method of application.
- Most fees can be split into two parts, which incurs an additional administrative charge of £39, except for those fees where annual instalments are available instead.
- All licences are valid for five years from the date of approval.
- Please ensure you read ALL information including the additional information on page 9.

Application type	Number of properties	Online Fee	Paper Fee
Agent licence – less than 20 managed properties	0-4	<b>Single payment:</b> £187  <b>Split fee:</b> Part 1: £108 Part 2: £118	<b>Single payment:</b> £223  <b>Split fee:</b> Part 1: £138 Part 2: £124
	5-10	<b>Single payment:</b> £247  <b>Split fee:</b> Part 1: £131 Part 2: £155	<b>Single payment:</b> £283  <b>Split fee:</b> Part 1: £164 Part 2: £158

## Rent Smart Wales Fee Policy

<b>Application type</b>	<b>Number of properties</b>	<b>Online Fee</b>	<b>Paper Fee</b>
	11-20	<b>Single payment:</b> £307  <b>Split fee:</b> Part 1: £153 Part 2: £193	<b>Single payment:</b> £343  <b>Split fee:</b> Part 1: £191 Part 2: £191
Agent licence – let only (no properties managed)	0-20 (let only)	<b>Single payment:</b> £187  <b>Split fee:</b> Part 1: £108 Part 2: £118	<b>Single payment:</b> £223  <b>Split fee:</b> Part 1: £138 Part 2: £124
	21+ (let only)	<b>See 21-50 category below according to professional body membership</b>	
Agent licence – <b>No</b> professional body membership, 21 or more managed properties	21-50	<b>Single payment:</b> £1,900  <b>Instalments:</b> First payment: £712 Next four: £297	<b>Single payment:</b> £2,400  <b>Instalments:</b> First payment: £1064 Next four: £334
	51-100	<b>Single payment:</b> £2,700  <b>Instalments:</b> First payment: £1008 Next four: £423	<b>Single payment:</b> £3,200  <b>Instalments:</b> First payment: £1,420 Next four: £445
	101-500	<b>Single payment:</b> £3,500  <b>Split fee:</b> Part 1: £1,348 Part 2: £2,191	<b>Single payment:</b> £4,000  <b>Split fee:</b> Part 1: £1,815 Part 2: £2,224
	501-1000	<b>Single payment:</b> £4,300  <b>Split fee:</b> Part 1: £1,647 Part 2: £2,692	<b>Single payment:</b> £4,800  <b>Split fee:</b> Part 1: £2,170 Part 2: £2,669

Application type	Number of properties	Online Fee	Paper Fee
	1001+	<b>Single payment:</b> £5,100  <b>Split fee:</b> Part 1: £1,946 Part 2: £3,193	<b>Single payment:</b> £5,600  <b>Split fee:</b> Part 1: £2,525 Part 2: £3,114
Agent licence – <b>With</b> professional body membership, 21 or more managed properties	21-50	<b>Single payment:</b> £1,710  <b>Instalments:</b> First payment: £638 Next four: £268	<b>Single payment:</b> £2,160  <b>Instalments:</b> First payment: £960 Next four: £300
	51-100	<b>Single payment:</b> £2,430  <b>Instalments:</b> First payment: £910 Next four: £380	<b>Single payment:</b> £2,880  <b>Instalments:</b> First payment: £1280 Next four: £400
	101-500	<b>Single payment:</b> £3,150  <b>Split fee:</b> Part 1: £1,217 Part 2: £1,972	<b>Single payment:</b> £3,600  <b>Split fee:</b> Part 1: £1,637 Part 2: £2,002
	501-1000	<b>Single payment:</b> £3,870  <b>Split fee:</b> Part 1: £1,486 Part 2: £2,423	<b>Single payment:</b> £4,320  <b>Split fee:</b> Part 1: £1,957 Part 2: £2,402
	1001+	<b>Single payment:</b> £4,590  <b>Split fee:</b> Part 1: £1,755 Part 2: £2,874	<b>Single payment:</b> £5,040  <b>Split fee:</b> Part 1: £2,276 Part 2: £2,803

### Payment by instalments

The option to pay by instalments is only available to agents managing between 21 and 100 properties unless exceptional circumstances apply, and will be subject to Operational Manager approval. Payment by instalments is only available if:

- A direct debit is set up at application stage

## Rent Smart Wales Fee Policy

- A commitment to payment of the full amount is established at the outset
- There is no evidence of poor payment history or cancellation of previous payment plans

When instalment arrangements are cancelled / not paid the licence will be revoked and the applicant will need to submit a new licence application if required. This will incur a new application fee, whatever is appropriate at the time of application. The ability to pay a licence fee through set up of an instalment plan is at the discretion of Rent Smart Wales, and can be withdrawn at any time.

## Training fees

### Course fees for landlords and agents

The Licensing Authority delivers its own training to meet the requirements of the legislation. The courses available directly from Rent Smart Wales and fees associated with each are listed below:

Course Title	Method of delivery	Duration	Fee
Landlord course	Classroom	6.5hrs	£100
Agent course	Classroom	7.5hrs	£140
Landlord course	Online	Est 5hrs	£30
Agent course	Online	Est 7.5hrs	£50
Landlord re-licensing course	Classroom	6.5hrs	£100
Agent re-licensing course	Classroom	7.5hrs	£140
Landlord re-licensing Course	Online	Est 5hrs	£30
Agent re-licensing course	Online	Est 7.5hrs	£50
Agent supplementary course	Online	Est 2.5hrs	£20
Landlord top-up course	Online	1hr	No charge
CPD courses	Classroom	Variable hours	Up to £100 depending on course type and duration
CPD courses	Online	Variable hours	Up to £50 depending on course type and duration
Webinars	Online	Variable hours	Up to £60 depending on course type and duration

Applicants not able to complete the online or classroom-training course due to disability or ill-health will be offered alternative options where possible. Fees will reflect the cost of course delivery and be subject to Operational Manager approval.



## Fees for Training Providers

- All course approvals and training provider authorisations are valid for five years from the date of approval except for training provider authorisation – CPD top up to all course options which is valid for 5 years from the date of amendment.
- To deliver training to meet licensing requirements the course requires approval and the training provider needs to be authorised by way of Course Approval and Training Provider Authorisation.

Application type	Fee
Training Provider Authorisation – All course options	£806
Training Provider Authorisation – CPD only	£392
Training Provider Authorisation – CPD top up to all course options	£414
<b>Course Approval – Full Course</b>	
• Online landlord course	£1,254
• Online agent course	£1,360
• Online combined <sup>2</sup> course	£2,609
• Classroom course	£1,391
<b>Course Approval – CPD<sup>3</sup></b>	
• Topic CPD course	£170
• Basic CPD course	£249
• Advanced CPD course	£386

## Additional information

### Ancillary charges and discounts

Service detail	Amount	Limitations
Updating information	No charge	Unless stated otherwise in policy.
<b>Additional licence cards</b>	£7	
Printed Registration	£12	
Printed licence	£12	

<sup>2</sup> 'combined' means an application that covers more than one course where content across the courses is shared and therefore economies of scale can be recognised.

<sup>3</sup> Additional information about training approval and authorisation for training providers can be viewed [here](#)

## Rent Smart Wales Fee Policy

Printed training course materials	Up to £12	Free if customer has paid for classroom course with RSW.
Change from paper to online <b>application</b>		If a landlord/agent has applied for a licence online and wishes to receive correspondence by post, then the applicant will need to pay the difference between the online and paper application fee.
<b>Agent early compliance recognition</b>	10% discount	Agents with over 20 managed properties who applied for their licence before 28th September 2016, and were approved before 23rd November 2016, will be contacted ahead of renewal and given a voucher code, entitling them to 10% off their next licence fee. This is in addition to any other discount (e.g. professional body membership).
<b>CPD course approval economy of scale</b>	10% discount	If a provider is submitting more than 5 advanced or basic CPD course applications simultaneously a 10% discount on the total course approval cost will be applied

### Clarification points

- If the agent manages any property(s) where the agent is also the landlord (i.e. landlord and agent are the same legal entity) these properties will be excluded from the total managed properties that determine the licence fee.
- If a landlord changes ownership of their properties from one entity to another e.g. an individual person to a body corporate, this will require a new registration / licence application with a new fee to pay.
- Once an application is approved, the application type cannot be changed. A new licence application needs to be submitted and a new fee paid.
- If an application for a landlord or agent licence is refused, the fee due will be equivalent to the Part 1 fee only. If a higher amount has been paid voluntarily at the application stage, the difference will be refunded by RSW.

### Refunds

- If a licensee no longer requires a licence, it can be agreed for the licence to be revoked, but no reimbursement of the fee will be returned to the applicant. In cases where the fee is being paid by instalments, the outstanding amount is still due.
- In a case where a joint landlord dies and the remaining landlord has to re-register as an individual; a partial refund will be made from the date of death

## Rent Smart Wales Fee Policy

to the expiry date of the original registration.

- If a landlord or agent licence is revoked during the licence period no refund of any part of the fee will be made.
- Training course bookings made but not attended / online courses booked and not completed within a year will be cancelled and a refund will not be made, unless exceptional circumstances are proven.