# How to renew your landlord registration online



# 1. Sign-in and recovering log-in details

Visit **www.rentsmart.gov.wales/en/security/login/** and sign into your account using your username and password. If you have forgotten your username and password then please click the 'forgot password' button and you will be able to recover these.

## 2. Landlord information

Upon login you will see a pink landlord registration summary box. If you need to renew your registration within the next 84-calendar days, you will see a 'renew registration' button. Click this button to start your landlord registration renewal.

You will then be navigated to the first section of your landlord registration renewal - 'Landlord Information'. Here you can review your personal details. You should check that all information is correct, and amend anything that needs updating.

**Note:** As a renewal is a contiuation of a previous registration, you will not be able to change the 'ownership arrangement' listed on the landlord registration. If the ownership arrangement has changed for the rental property(ies) within your registration, you will need to create a new landlord registration for the new arrangement.

Please click 'Next' to move to the next page.

#### 3. List properties

You will then proceed to 'List Properties'. Here, you will review the properties that are already part of your landlord registration renewal application. You can update the properties already present, add new rental properties that are owned in the same ownership arrangement, or delete properties for which you are no longer the landlord, or are now owned in a different ownership arrangement.

**Note:** You must declare each building or part of a building used as a separate dwelling. If a property is split into flats or bedsits each would need to be declared and registered individually.

If you currently have a Shared House or Flat listed below which is actually arranged as separate tenancy agreements (e.g. bedsits in a shared building), click on the pencil icon to edit the record and split the property into the separate tenancies'.

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Landiord List Property Payment formation properties information	Registration summary		
tental Properties in Wales			
lease add your rental properties relevant to this registr gistration for each arrangement you might have).	ation. For example if you selected individual landlor	d, only add properties you are the sol	e landlord of (you will need to create a separate
elds marked with an asterisk (*) are required.			
or more information about which properties should no	t be registered, please click the button below.		
WHAT RENTAL PROPERTIES DO NOT NEED TO	BE REGISTERED?		
ou must declare each building or part of a building use	5 as a separate dwelling. If a property is split into fle	its or bedsits each would be declared	and registered individually.
you currently have a Shared House or Flat listed below lit the property into the separate tenancies.	which is actually arranged as separate tenancy agr	eements (e.g. bedsits in a shared build	ling), click on the pencil icon to edit the record and
tental Properties in Wales			
Landlord Reference Address Name	Record Complete	Tenancy addresses	6 Refresh 🗄
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Property	٥		1
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ADD PROPERTY			
urve X			
MEAT -			

🗪 Landlord-	
Landlord Summary	
Registration No	#RN-
Registration Date	23/11/2015
Registration Expiry Date	23/11/2020
Reference	
Correspondence Address	
Active	*
DOWNLOAD REGISTRATION	RENEW REGISTRATION
Licence	
Licence Number	#LR-
Issued To	
Expiry Date	16/05/2021
VALID DOWNLOAD LICEN	CE
MANAGELANDLORD	

Please enter your login details. If you have forgot your password, please select the 'Forgot Password' button.

Sign in

Username \*

Password \*

Password

# 4. Property information

In this step you will provide information about the rental properties that are linked to your landlord registration renewal application.

**Note:** The information that you will be asked to provide will depend on the property type.

Examples of the types of questions asked are:

- How many habitable storeys are there in the building that contains the rental property?
- · How many people reside in the rental property?
- · Is there gas supplied to the rental property?

You will need to complete this process for each property on your registration. You can cycle through them by clicking 'next'. Information for all properties must be complete before proceeding to the next screen.

Once you have entered all of the property information you are required to complete a **declaration** regarding the information provided before proceeding to the next stage of the application.

Property Information Per Property	
For each of your properties, additional information is required. Please fill in the form below. Property Reference	
Property Type •	0
Shared House	~
How many people are residing in the property?*	0
0	
How many Habitable Storeys are in the building that contains this property?*	0
Please select	*
Does the property have a private water supply?*	0
No	*
Is there Gas supplied to this property? *	$\odot$
○ × ○ ✓	
Is there a solid fuel appliance in this property? • ● X ○ ✓	Ð
Does the property have a fire alarm system? *	0
Yes - wired	~
Is there an EPC for this property? *	0
○ × ○ <i>×</i>	

## 5. Payment

In the next screen you will be required to arrange payment for the renewing registration. Fees for a new and renewed landlord registration can be found in the Fee Policy on our website **here**.

You should select 'Pay Now' to view the payment screens and enter payment information.



## 6. Registration summary

Once you have successfully completed your payment, your landlord registration renewal application will be complete and a confirmation screen titled 'registration summary' will display.

If you hold and existing licence or if it idenfited that you need to apply for a licence, the final summary screen will also contain information on how to proceed and if any action is required of you.

You will also receive an email containing your registration document upon successful renewal of your landlord registration.

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Landlord information	List properties	Property information	Payment	Registration summary
Success	ful Regist	ration		
Below is your sent this in a	unique registra ne-mail, along v	ation number fo with the full deta	r this landlord iils of your regi	l arrangement, please make a note of this for future reference. You have also bee gistration under the Housing (Wales) Act 2014.
You can view	an overview of	your registratio	n by clicking or	n the 'dashboard' button below.
#RN-				
Licensin	g			
You have in responsible for letting/ (Wales) Act	ndicated that for letting of managemen 2014, wheth	t you, or a per or managing a t on your regi er that be yo	son named activities at a istration mu urself or any	l on your registration (e.g. a joint landlord or employee) will be a rental property in Wales. Therefore the person(s) named respons ust apply for a licence and pay the licence fee under the Housing y other person named as responsible on your registration.
If you are res During the ap	ponsible for lett plication you ca	ting or managin an book Rent Sn	g you must cor hart Wales train	ntinue and start the licence application process by clicking on 'apply now' below. ining, or upload evidence of having completed approved training.
If someone e	se associated w	with the registrat	ion needs a lic	cence, it shows below but they must go to their account to apply for the licence.
If a licence ap	plication has al	ready been sub	mitted, a box w	will show that states your licence is pending approval.
Once a licenc regarding the	e has been app ir licence applic	roved or refused ation.	d, this box will	update and the applicant will be made aware of the decision that has been mad
Licence				
Licence Num	ber			
Expiry Date				
VALID				
DAGUDO	RD			