

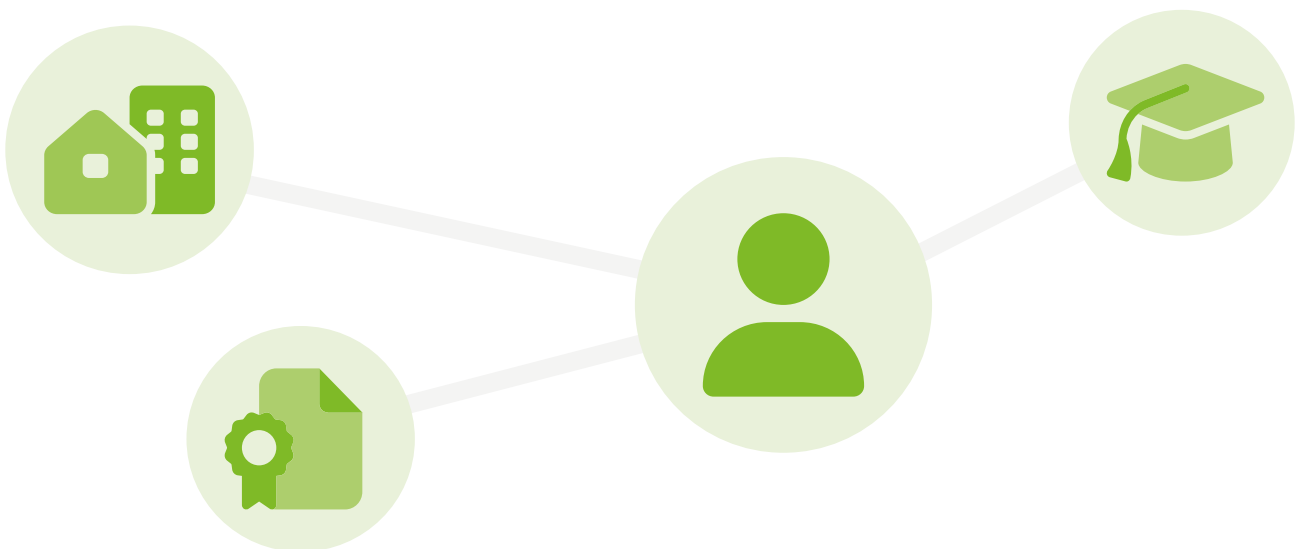
**Rhentu
Doeth
Cymru**
**Rent
Smart
Wales**



Are you a landlord with properties in Wales?

Rent Smart Wales assists those who own, let or manage rental properties in Wales to comply with their Housing (Wales) Act 2014 obligations and provides advice on renting out safe and healthy homes.

This booklet will help you to understand your obligations, explain how to comply and make sure your business is protected.



Registration

All landlords with privately rented property let out on a domestic tenancy in Wales are legally required to register with Rent Smart Wales. Domestic tenancies are Occupation Contracts introduced by the Renting Homes (Wales) Act 2016 and regulated tenancies introduced by the Rent Act 1977.

Who needs to register?

The immediate landlord of a rental property needs to complete a landlord registration and must do so themselves. A landlord registration involves providing the landlord's personal details, rental property addresses and the details of those responsible for the letting and/or management activities at the rental property.

A landlord can be:



An individual



Joint owners*



A company



A trust



A charity

*Two or more persons who own a property jointly.

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

For a company, charity or trust, the details provided should be those of the organisation, not the individual completing the registration. The company/charity registration numbers will also be required. These can be found on Companies House for limited companies and LLPs and on the Charity Commission website.

What information is required?

To complete the registration process you will need:



Personal details

Name, date of birth, address etc.



Details of joint owners

Contact information and dates of birth



Registration numbers

For companies, charities and trusts



Property addresses

For each of the rental properties for which you are the landlord in Wales



Property details

Water supply and number of bedrooms etc.



Details of agent

(if responsible for letting/management)



Payment

Credit or debit card to pay the registration fee

Complete your registration at
rentsmart.gov.wales



How long does a registration last?

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.

How much does a registration cost?

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



Download the full Rent Smart Wales fee policy on our website:
rentsmart.gov.wales/en/resource-library



Licensing

A Rent Smart Wales licence must be held by those who undertake letting and/or management activities. This provides reassurance that those operating in the sector are fit and proper to do so and have completed appropriate training.

There are two licence types: landlord and agent. If you are both a landlord and an agent, you need only apply for an agent licence.



Landlord licence

After completing a registration, a landlord conducting letting and/or management activities at properties they own needs to apply for a landlord licence and complete landlord training.

Landlords who are not involved with letting or managing their rental properties do not need a licence. However, they must appoint a licensed agent.



Agent licence

Those completing letting and/or management activities on behalf of a landlord are agents under the Act and need to apply for an agent licence and complete approved agent training.

An agent could be an individual or organisation, a spouse, a family member or friend of the landlord or a commercial agent.

Unsure which licence you require? View Licensing FAQs:
rentsmart.gov.wales/en/faqs



What information is required?

To complete a licence application you will need:



Personal identifier

Passport number, national insurance number or driving licence



Companies House 'Company Number' and 'Registered Office'

For corporate bodies only



Employee details

List of names and dates of birth



Charity Commission 'Charity Number'

For charities only



Evidence of training

Completed by the applicant and any connected users



Payment

Credit or debit card to pay the licence fee



Declaration of 'fitness and propriety'

Complete your licence application at rentsmart.gov.wales



Additional information required for agent applications only includes:



Managed properties list

A list of the managed portfolio should be provided in the correct format.



Business safeguards

Evidence of current client money protection, professional indemnity insurance and membership of a redress scheme is required for most agents.

How long does a licence last?

A licence is valid for 5 years from the date of issue. Upon expiry, a renewal application will be required if the licensee is still involved in letting and/or management activities.

Licence status can be verified on our public register:
rentsmart.gov.wales/en/check-register



Licensing

How much does a licence cost?

Fees vary depending on the application type, whether the application is a first time or renewal application and how payment is being made. Licence applications can be completed online or by paper form.

Agent fees are graduated to reflect the portfolio size. A discount also applies if an agent is a member of a recognised professional body. These bodies are currently: UKALA, Propertymark, RICS and Safeagent.

Download the full Rent Smart Wales fee policy on our website:
rentsmart.gov.wales/en/resource-library



Licence conditions

Once a licence has been granted the licensee must comply with its conditions throughout the five-year licence term. Licensee obligations can be understood by reading the conditions and the Code of Practice documents carefully. Failure to comply with these conditions can lead to the licence being revoked.

Rent Smart Wales adopts a variety of methods to check whether licensees comply with their conditions. These include responding to complaints, spot checks and formal audits.

Commercial letting agents are subject to an in-depth audit during their licence period and are awarded a grade as a result. The audit process supports agents to improve their practices and ensures tenants and landlords can choose their agent with confidence.

Browse useful documents on licensing and agent audits:
rentsmart.gov.wales/en/resource-library



Training

Do I need to complete training?

A licence application can only be complete when the applicant and those who are also part of the application (known as connected persons) have completed approved training.

Training can be completed online through the Rent Smart Wales website or in a classroom or virtual classroom environment. Training by other approved providers is also available.

Available courses



First time licence training

Suitable for those applying for their first licence



Licence renewal training

For those renewing their licence



Continuing Professional Development (CPD)

CPD courses focus on specific subjects and are suitable for licence renewal

More information on training can be found on our website:
rentsmart.gov.wales/en/courses

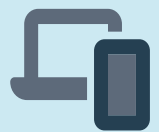


Resources

Managing properties well helps ensure a good relationship with your tenant. This leads to a longer tenancy and sustained income stream.

Resources are available to assist you. A Code of Practice for licence holders and a Tenant's Guide have been published by Welsh Government. Other useful documents such as tenancy checklists, information leaflets and Rent Smart Wales forms and policies can be found on our website.

Browse up to date documents and guides:
rentsmart.gov.wales/en/resource-library



Enforcement

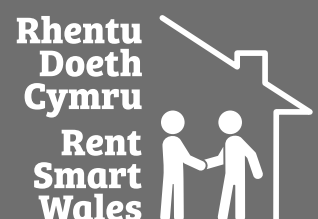
Landlords and agents who fail to comply with the law can face criminal and financial consequences. This is to make sure that tenants are protected and that there is a level playing field for those operating in the sector.

Rent Smart Wales helps landlords and agents to comply where necessary.

For advice and assistance use our 'Contact Us' form:
rentsmart.gov.wales/en/contact



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This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg