

Renewing your licence

Guidance for landlords

What is renewal?

Every licence lasts for 5 years. If you still need your licence, you must apply to renew it before it expires.

Renewal involves updating your information, completing training and paying a fee. On approval, your licence will be valid for another 5 years.

Before you renew a licence, you should have completed a registration. Registration and licence renewal happen independently of each other.

[Find out more about registration](#)

Who needs a licence?

You need a landlord or agent licence if you let and/or manage properties in Wales. Letting and managing activities include, but are not limited to, organising tenancies, collecting rent and dealing with any issues raised during the tenancy.

- ✗ If you appoint an agent you may not need a licence
- ✓ If you let and/or manage property you need a licence
- ✓ If you let and/or manage property for someone else you need an agent licence

[Find out more about licensing](#)

What do I need to do?

[Sign in](#) to your Rent Smart Wales account to review your account details. From your user dashboard select the 'renew now' button on your landlord licence to start the renewal process.

I no longer let and/or manage

If you no longer need a licence, it is important you let Rent Smart Wales know.

Sign in to your account, select 'I am no longer a landlord' and follow the instructions. If you are not able to sign in, complete a [licence no longer required notification form](#).

What happens if I don't renew?

If you don't renew on time, you may face consequences. These could include:

- a fixed penalty
- not being able to serve a valid eviction notice
- legal action leading to criminal conviction
- rent repayment/ stopping orders



What is the application process?

There are four parts to a landlord licence application:



Profile

Check and update personal details.



Licence application

Confirm the licence type, enter any employee details and sign the 'fit and proper' declaration.



Training

Plan ahead so you have enough time to complete training before your licence expires. Read our training guidance for more information.



Fee payment

Renew early and take advantage of the early compliance discount.

How much does a landlord licence cost?

Application type	Online fee	Standard fee
Landlord licence	£254	£327
Landlord licence - early compliance award*	£230	£302

*Applications renewed 42 days or more before their expiry date

For more information, [view our fee policy](#).

What support is available to me?

If you need help with your licence renewal, contact Rent Smart Wales. We will guide you through the process.

You can reach us by:

Website

Complete a ['contact us'](#) form.



Phone

Call us on
03000 133344



Post

Write to
Rent Smart Wales
PO Box 1106
Cardiff
CF11 1UA

You can find more [renewal information](#) and resources on our website.

