



# Landlord Registration Scheme

## Application Form

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### Guidance notes

The purpose of landlord registration is to create a register of all private landlords and maintain relevant information about these landlords and their properties.

In accordance with the legislation for the Regulation of Private Landlords under The Private Tenancies (Northern Ireland) Order 2006, landlords have a legal obligation and responsibility to provide correct and complete information when registering.

A landlord must register either immediately prior to the letting of a new tenancy, or where there is an existing tenancy, within 12 months from the commencement of the Regulations (see overleaf).

All joint owners must also register and pay the required fee.

If you let a property when you have not registered, or provide false information for the purposes of registration, you are committing an offence. This can lead to receiving a fixed penalty fine of up to £500 or, if it goes to court you can be fined up to £2,500.

### Completing the Registration

All fields marked with \*are mandatory. This means that you must fully complete these fields to register.

If the mandatory fields on the registration form have not been fully completed, NIDirect will either post the form back to you for completion, or contact you via telephone for additional information. You can tell NI Direct which of these options you prefer.

Once you have completed this application you must post the form to NI Direct at the address provided. They will check your form, ensuring that it has been fully completed and return a copy to you with a barcode attached. You can take this barcode to any Post Office or Paypoint and pay the fee.

Your registration is not complete until the fully completed form has been processed and payment received. NI Direct will then send your Landlord Toolkit and Landlord Registration certificate via your preferred method of contact.

If you require further information, or would prefer to complete your registration online, you can go to: [www.nidirect.gov.uk/landlord](http://www.nidirect.gov.uk/landlord).

Alternatively, you can contact the Advice Line on 0300 200 7821.

## Fees

The fee for electronic registration is £70. The fee for non-electronic registration is £80.

Registration is valid for three years. Once the registration process has been completed landlords will receive a registration certificate confirming the registration details and registration number.

## Houses in multiple occupation

A person who is the owner of a House in Multiple Occupation, which is registered under a House in Multiple Occupation Registration Scheme, is not liable to pay a fee. In such cases, the landlord must include the HMO number.

## Completed forms

Please post completed forms to:

**NI Direct  
3rd Floor  
Causeway Exchange  
1-7 Bedford Street  
Belfast  
BT2 7EG**

## Type of application (please tick appropriate box)

- |                                |                          |                             |
|--------------------------------|--------------------------|-----------------------------|
| Landlord                       | <input type="checkbox"/> | <b>Proceed to Section 1</b> |
| Acting on behalf of a Landlord | <input type="checkbox"/> | <b>Proceed to Section 2</b> |

## Legislation

Article 65A(1) and (2) and Article 73(1) of The Private Tenancies (Northern Ireland) Order 2006(a)  
The Landlord Registration Scheme Regulations (Northern Ireland) 2014  
Housing (Amendment) Act (Northern Ireland) 2011

## Section 1 - Landlord details

Please complete all sections fully in block capitals

\*Title

\*First name

Other

\*Surname

\*Date of birth

Email address

\*Contact  
telephone no

Mobile  
telephone no

\*Address (including  
postcode). NB  
Please do not use  
the address you  
are letting

\*Correspondence  
address (if  
different from  
above). **Must be in  
Northern Ireland**

Please indicate your preferred method of contact:

Email

Telephone

Post

Are you completing your Landlord Registration as a company?

Yes

No

If "Yes", please provide company registration number

**Please ensure that all details provided are correct and proceed to Section 3**

## Section 2 - Agent details

Please complete this section if you are managing registration on behalf of a landlord. Ensure that all sections are completed fully in block capitals.

\*Title

\*First name

\*Surname

\*Contact  
telephone no

\*Address (including  
postcode). NB  
Please do not use  
the address you  
are letting

**Please proceed to Section 1 to enter landlord details**

## Section 3 - Property details

Please complete this section for each property that you let. If you are required to enter more than 4 properties, include on additional sheets. Ensure that all sections are completed fully in block capitals.

### Property 1

\*Full address (building name, number, street name, town, city, country, postcode)

\*Year the property was built. If unsure, enter approximate year

\*Is the property owned privately?

Yes

No

Is the property owned jointly?

Yes

No

If "Yes", please include the name, address and contact telephone number for all additional property owners

## Property 1 (cont'd)

\*Is the property a house in multiple occupation?

Yes

No

If "Yes", please provide HMO registration number

## Additional voluntary information

Please provide the number of reception rooms

Please provide the number of bedrooms

Please provide the main heating type

Gas

Oil

Electric

Other

Please provide the external door type

PVC

Wood

Metal

Other

Does the property have an energy performance rating?

Yes

No

If "Yes", what is the performance rating A-G?

Is the current lease less than 5 years?

Yes

No

If "Yes", would you consider longer term leasing?

Yes

No

## Property 2

\*Full address (building name, number, street name, town, city, country, postcode)

\*Year the property was built. If unsure, enter approximate year

\*Is the property owned privately?

Yes

No

Is the property owned jointly?

Yes

No

If "Yes", please include the name, address and contact telephone number for all additional property owners

## Property 2 (cont'd)

\*Is the property a house in multiple occupation?

Yes

No

If "Yes", please provide HMO registration number

## Additional voluntary information

Please provide the number of reception rooms

Please provide the number of bedrooms

Please provide the main heating type

Gas

Oil

Electric

Other

Please provide the external door type

PVC

Wood

Metal

Other

Does the property have an energy performance rating?

Yes

No

If "Yes", what is the performance rating A-G?

Is the current lease less than 5 years?

Yes

No

If "Yes", would you consider longer term leasing?

Yes

No



## Property 3

\*Full address (building name, number, street name, town, city, country, postcode)

\*Year the property was built. If unsure, enter approximate year

\*Is the property owned privately?

Yes

No

Is the property owned jointly?

Yes

No

If "Yes", please include the name, address and contact telephone number for all additional property owners

## Property 3 (cont'd)

\*Is the property a house in multiple occupation?

Yes

No

If "Yes", please provide HMO registration number

## Additional voluntary information

Please provide the number of reception rooms

Please provide the number of bedrooms

Please provide the main heating type

Gas

Oil

Electric

Other

Please provide the external door type

PVC

Wood

Metal

Other

Does the property have an energy performance rating?

Yes

No

If "Yes", what is the performance rating A-G?

Is the current lease less than 5 years?

Yes

No

If "Yes", would you consider longer term leasing?

Yes

No

## Property 4

\*Full address (building name, number, street name, town, city, country, postcode)

\*Year the property was built. If unsure, enter approximate year

\*Is the property owned privately?

Yes

No

Is the property owned jointly?

Yes

No

If "Yes", please include the name, address and contact telephone number for all additional property owners

## Property 4 (cont'd)

\*Is the property a house in multiple occupation?

Yes

No

If "Yes", please provide HMO registration number

## Additional voluntary information

Please provide the number of reception rooms

Please provide the number of bedrooms

Please provide the main heating type

Gas

Oil

Electric

Other

Please provide the external door type

PVC

Wood

Metal

Other

Does the property have an energy performance rating?

Yes

No

If "Yes", what is the performance rating A-G?

Is the current lease less than 5 years?

Yes

No

If "Yes", would you consider longer term leasing?

Yes

No

## Declaration

**Completion of this declaration is part of the registration process. You must sign and date it. Please read it carefully before you do so.**

- I declare that the information I have provided is correct and complete including all details for all of my properties (or the landlords' properties if I am registering on behalf of someone else).
- I understand that if I give information that is incorrect or incomplete, action may be taken against me (or the landlord, if I am registering on behalf of someone else) which may include a fixed penalty fine or court action.
- I agree that the registration details provided will remain on the Northern Ireland Landlord Register for a period of three years and, if I (or the landlord, if I am registering on behalf of someone else) choose to de-register within this period, I am aware that the information will continue be held on the Landlord Registration system.
- I understand that any information provided will be used to carry out statutory functions under The Private Tenancies (Northern Ireland) Order 2006.
- I understand that the information I have provided may be used for the following purposes:
  - › to issue a Certificate of Registration which will be valid for three years from the date of registration and contains a unique registration number.
  - › to notify me (or the landlord if I am registering on behalf of someone else) four weeks in advance of the expiry of the current registration.
  - › to enable members of the public to use the register to see if there is a registered landlord for a particular property.
  - › to process payments made for registration.
  - › to assist district councils in exercising their functions under any provision of The Private Tenancies (Northern Ireland) Order 2006 and Article 54 of the Rent (Northern Ireland) Order 1978.
  - › to assist the Department of Finance and Personnel in exercising its functions under the Rates (Northern Ireland) Order 1977 or the Rates (Northern Ireland) Order 2006.
  - › to assist the Northern Ireland Housing Executive for the purposes of administering Housing Benefit and/or the regulation of Houses in Multiple Occupation.

Signature

Date

## Continuation page



## Continuation page

