

# Landlord Registration Scheme Application Form

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If this is a renewal application please quote your Landlord Registration number here:

If you have to register 5 or more properties, please use online facility at  
[www.landlordregistration.nidirect.gov.uk](http://www.landlordregistration.nidirect.gov.uk) or telephone nidirect 0300 200 7821

## 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). A registration has to be renewed every three years if you continue to rent property.

All joint owners must register, but only one fee is applicable per group.

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 nidirect which of these options you prefer.

Once you have completed this application you must post the form to nidirect at the address provided. They will check your form, ensuring that it has been fully completed. A letter of confirmation of how to pay will be issued to you – **do not send payment with this form.**

Your registration is not complete until the application form and payment has been processed. nidirect 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.landlordregistration.nidirect.gov.uk](http://www.landlordregistration.nidirect.gov.uk)

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

## Fees

The fee for electronic registration/renewal is £70. The fee for non-electronic registration/renewal 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 (HMO), which is registered under a HMO Registration Scheme, is not liable to pay a fee. In such cases, the landlord must quote the **current** HMO number on this application – if you are not sure of the **current** HMO number, please contact NIHE (034 4892 0900).

## Completed forms

Please post completed forms to:

nidirect  
PO Box 2179  
Belfast  
BT1 9XS

## Type of application (please tick appropriate box)

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

## 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 (as amended 2016)  
Housing (Amendment) Act (Northern Ireland) 2011

## Section 1 – Landlord details

If registering a Company/Trust/Other please confirm the company name in full and nominate a person who will have authority to speak about the registration on the company's behalf and complete the personal 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

☐

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 a registration on behalf of a landlord – this could include a family member. 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

Email address

**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, 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, email address and registration number below if already registered for all additional property owners. If more than 3, please use continuation page at the back of this form. Please note all Joint Owners are required to register but only one fee is applied to the group.

Once your registration has been processed, each Joint Owner will be supplied with a keycode to the email address quoted to enable him/her to register or if already registered to amend the registration. If you do not quote an email address, this keycode will be supplied to you and it will be your responsibility to give this to the Joint Owner.

#### Joint Owner Number 1

Name

Registration number  
(if already registered)

Email address

#### Joint Owner Number 2

Name

Registration number  
(if already registered)

Email address

#### Joint Owner Number 3

Name

Registration number  
(if already registered)

Email address

## 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

☐

### Managing agent of person responsible for the property

\*Title

\*First name

\*Surname

\*Contact telephone no

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

Email address

## Property 2

\*Full address (building name, 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, email address and registration number below if already registered for all additional property owners. If more than 3, please use continuation page at the back of this form. Please note all Joint Owners are required to register but only one fee is applied to the group.

Once your registration has been processed, each Joint Owner will be supplied with a keycode to the email address quoted to enable him/her to register or if already registered to amend the registration. If you do not quote an email address, this keycode will be supplied to you and it will be your responsibility to give this to the Joint Owner.

### Joint Owner Number 1

Name	<input type="text"/>	Registration number (if already registered)	<input type="text"/>
Email address	<input type="text"/>		

### Joint Owner Number 2

Name	<input type="text"/>	Registration number (if already registered)	<input type="text"/>
Email address	<input type="text"/>		

### Joint Owner Number 3

Name	<input type="text"/>	Registration number (if already registered)	<input type="text"/>
Email address	<input type="text"/>		

## 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

☐

### Managing agent of person responsible for the property

\*Title

\*First name

\*Surname

\*Contact telephone no

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

Email address



## Property 3

\*Full address (building name, 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, email address and registration number below if already registered for all additional property owners. If more than 3, please use continuation page at the back of this form. Please note all Joint Owners are required to register but only one fee is applied to the group.

Once your registration has been processed, each Joint Owner will be supplied with a keycode to the email address quoted to enable him/her to register or if already registered to amend the registration. If you do not quote an email address, this keycode will be supplied to you and it will be your responsibility to give this to the Joint Owner.

### Joint Owner Number 1

Name

Registration number  
(if already registered)

Email address

### Joint Owner Number 2

Name

Registration number  
(if already registered)

Email address

### Joint Owner Number 3

Name

Registration number  
(if already registered)

Email address

## 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

☐

### Managing agent of person responsible for the property

\*Title

\*First name

\*Surname

\*Contact telephone no

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

Email address

## Property 4

\*Full address (building name, 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, email address and registration number below if already registered for all additional property owners. If more than 3, please use continuation page at the back of this form. Please note all Joint Owners are required to register but only one fee is applied to the group.

Once your registration has been processed, each Joint Owner will be supplied with a keycode to the email address quoted to enable him/her to register or if already registered to amend the registration. If you do not quote an email address, this keycode will be supplied to you and it will be your responsibility to give this to the Joint Owner.

### Joint Owner Number 1

Name	<input type="text"/>	Registration number (if already registered)	<input type="text"/>
Email address	<input type="text"/>		

### Joint Owner Number 2

Name	<input type="text"/>	Registration number (if already registered)	<input type="text"/>
Email address	<input type="text"/>		

### Joint Owner Number 3

Name	<input type="text"/>	Registration number (if already registered)	<input type="text"/>
Email address	<input type="text"/>		

## 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

☐

### Managing agent of person responsible for the property

\*Title

\*First name

\*Surname

\*Contact telephone no

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

Email address

# Declaration

Completion of this declaration is part of the registration process. You must sign and date it. Please read 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 landlord's 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 I have provided (or those of the Landlord I am registering on behalf of someone else) will remain on the Northern Ireland Landlord Register for a period of three years and three months.
- If I (or the landlord if I am registering on behalf of someone else) choose to de-register within this period, the information provided will be removed from the Northern Ireland Landlord Register the day after de-registration has been completed.
- 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/or renewed 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 view the register to see if a landlord is registered;
  - to process payments that have been made in respect of registration and/or renewed registration;
  - a district council for the purpose of enabling or assisting that council to exercise its functions under any provision of the Private Tenancies (Northern Ireland) Order 2006 and Article 54 of the Rent (Northern Ireland) Order 1978;
  - The Department of Finance for the purpose of its functions under the Rates (Northern Ireland) Order 1977 or the Rates (Capital Values, etc) (Northern Ireland) Order 2006;
  - The Northern Ireland Housing Executive for the purposes of the administration of Housing Benefit; and/or the regulation of Houses in Multiple Occupation;
  - The Department for Communities for the purposes of:
    - Welfare Supplementary Payments paid in respect of the application of the Benefit Cap; and/or
    - the administration of the housing element of Universal Credit.

Signature

Date

# Continuation page

# Continuation page

