



Private Landlord Registration - Landlords Guide

Preparing to Become a Landlord

Main Points of Information	Yes/No
Do you rent out a property, do you need to register as a landlord, Click the link to see the exemptions Family Exemptions	
Who has to Register as a Landlord Who has to register	
Has every owner named on the title deeds registered as a landlord	
It is a legal requirement that all advertising of a property for let must include the Landlord Registration number and an EPC Certificate or energy rating	
Do you have Landlords Insurance	
Ensure that you have a valid Landlords gas Safety Certificate dated within the last 12 months carried out by a Gas Safe Engineer Repairs & Maintenance	
Ensure you have an up to date Energy Performance Certificate that has been issued within the last 10 years please click the link to see a typical example EPC Certificate	
Does your property meet the repairing standard? This sets out the condition the condition your property is required to meet Repairing Standard	
Ensure your property has satisfactory provision for the detection and warning of fire. The Repairing Standard includes a duty to ensure that homes have smoke and heat detectors. This requires more than one alarm and that all alarms must be interlinked, mains wired and have battery backup Smoke Detection	
It is a legal requirement to provide an Electrical Installation Condition Report (EICR). As part of the EICR you must ensure all electrical appliances have undergone Portable Appliance Testing (PAT tested). For more details Electrical Safety Checks .	
Do you rent or intend to rent to 3 or more unrelated people, if so you may require an House of Multiple Occupancy License, for information please see Fife Direct Web Site HMO Licensing	
The Repairing Standard includes the duty for adequate Carbon Monoxide (CO) detector(s) to be in each room where there is a gas appliance, except a cooker. For more details CO Alarms	
Prior to 01/12/17 it is a legal duty for ALL Landlords to provide ALL new tenants with a Tenant Information Pack containing all the important information pertaining to their rental property, for more details Tenant Info Pack . Now no longer required.	
Ensure that all the relevant documentation is copied and these copies are left in the property i.e. gas safety certs, EICR and EPC	
It is often a good idea to compile a detailed inventory of the condition of the property, take photographs and meter readings, see Shelter Scotland checklist Checklist	

Should you require any further information or guidance please contact
Fife Councils Landlord Registration Team by telephone on 01592 583397
Or email landlords.registration@fife.gov.uk
Fife Councils Houses of Multiple Occupancy Team by telephone on 01592 583162
Or email HMO.licensing@fife.gov.uk

