

HMO Fees and Charges From 1 April 2024

The HMO fees and charges from 1 April 2024 are set out below.

- Please check the tables to ensure the correct fee is paid for an HMO application.

HMO Fees from 1 April 2024

Occupants	Fee
3 to 5	£1,709
6 to 10	£1,998
11 to 20	£2,402
21 to 50	£2,691
51 to 100	£2,980
101 to 200	£3,719
201 to 300	£5,128
301 to 400	£6,560
401 to 500	£7,300
501+	£8,709

Footprint Fees

Footprint fees only affect purpose-built HMOs owned by institutional landlords containing 3-10 occupants. This is based on criteria of identical flat design within a block and where single block certification can be introduced for electrical safety, legionella, heating maintenance, fire safety, emergency lighting, insurance, and other relevant certification.

An initial HMO fee will apply for the first HMO in a block, and a reduced 'footprint' fee for each of the remaining flats covering the inspection costs only.

The footprint fee would not apply where properties are of a design that requires individual certification for each HMO within the block.

Occupants	Fee
3 to 5	£599
6 to 10	£699

Please contact HMO Licensing to discuss any potential application that may attract the footprint fee before applying for an HMO Licence:

Email: hmo.licensing@fife.gov.uk

Address: HMO Licensing, Housing Services, 3rd Floor, Fife House, Glenrothes, KY7 5PQ

The previous 10% discount has been removed for properties which attract footprint fees but would remain for other institutional HMOs containing 3-10 occupants and not meeting the footprint criteria.

Additional Charges

Pre-application Discussion (subject to availability)

For new applications only. If you require advice to bring the property up to the HMO standards an officer from the Protective Services Building Standards and Public Safety 's Licensing Team can look to provide advice before you submit your Application for a Licence. Please note the discussion will likely be arranged via Teams.

We would recommend that you consult the HMO Physical Standards and seek advice from a qualified architect or similar before purchasing a potential HMO property or submitting an HMO application. Please contact the HMO Licensing Team to make payment for this service and check availability.

Missed Appointment

Applicants will receive an inspection date when the application has been validated. If the date is unsuitable, please contact the HMO Licensing team to reschedule the appointment.

Email: hmo.licensing@fife.gov.uk

Address: HMO Licensing, Housing Services, 3rd Floor, Fife House, Glenrothes, KY7 5PQ

Failure to attend the inspection or where no one named on the application is not in attendance for the inspection a fee for a 'missed appointment' will be charged.

Reissuing an HMO licence

You will receive a licence should your application be approved. Where an additional licence is required then an administration charge will be charged.

Additional Charges	Fee
Pre-application Discussion	£219
Missed Appointment	£116
Reissuing an HMO Licence	£27

Contact Details

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The fees and charges will be reviewed annually.