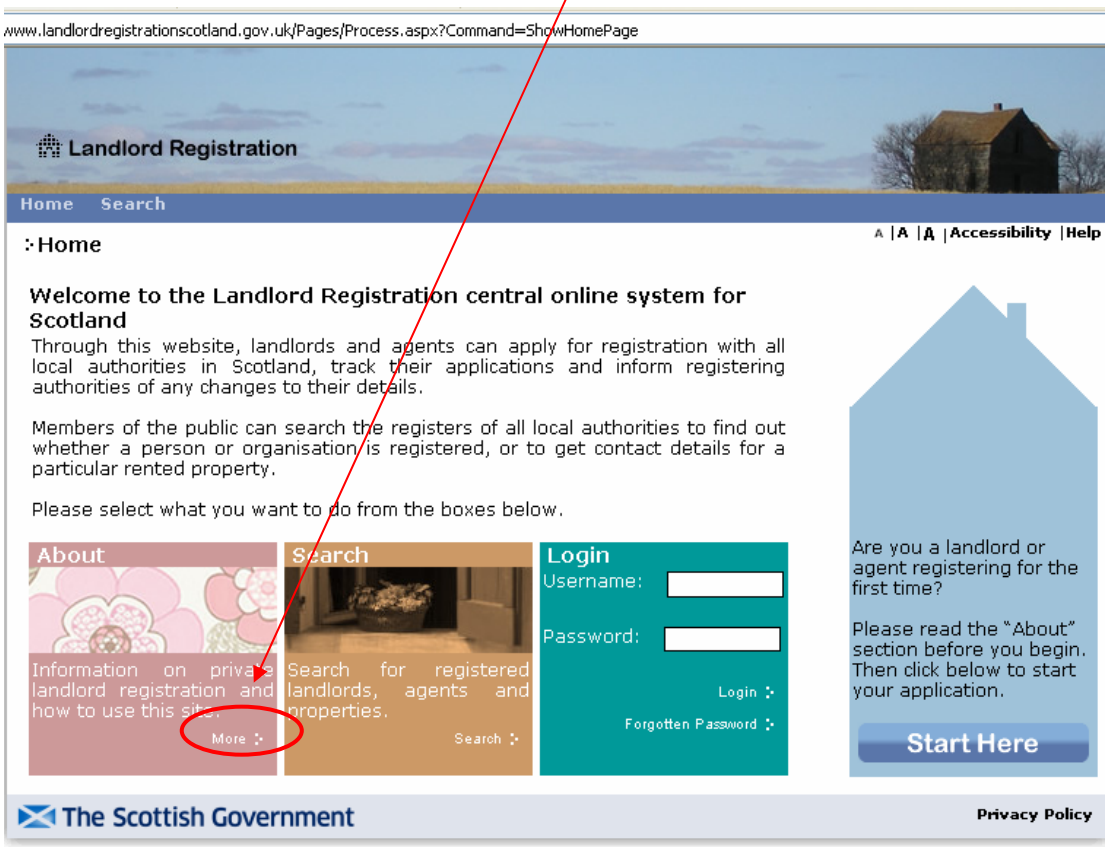
MAKING AN APPLICATION FOR LANDLORD REGISTRATION USING THE SCOTTISH GOVERNMENT'S ONLINE SYSTEM

CREATING A USER ACCOUNT

Go to www.landlordregistrationscotland.gov.uk

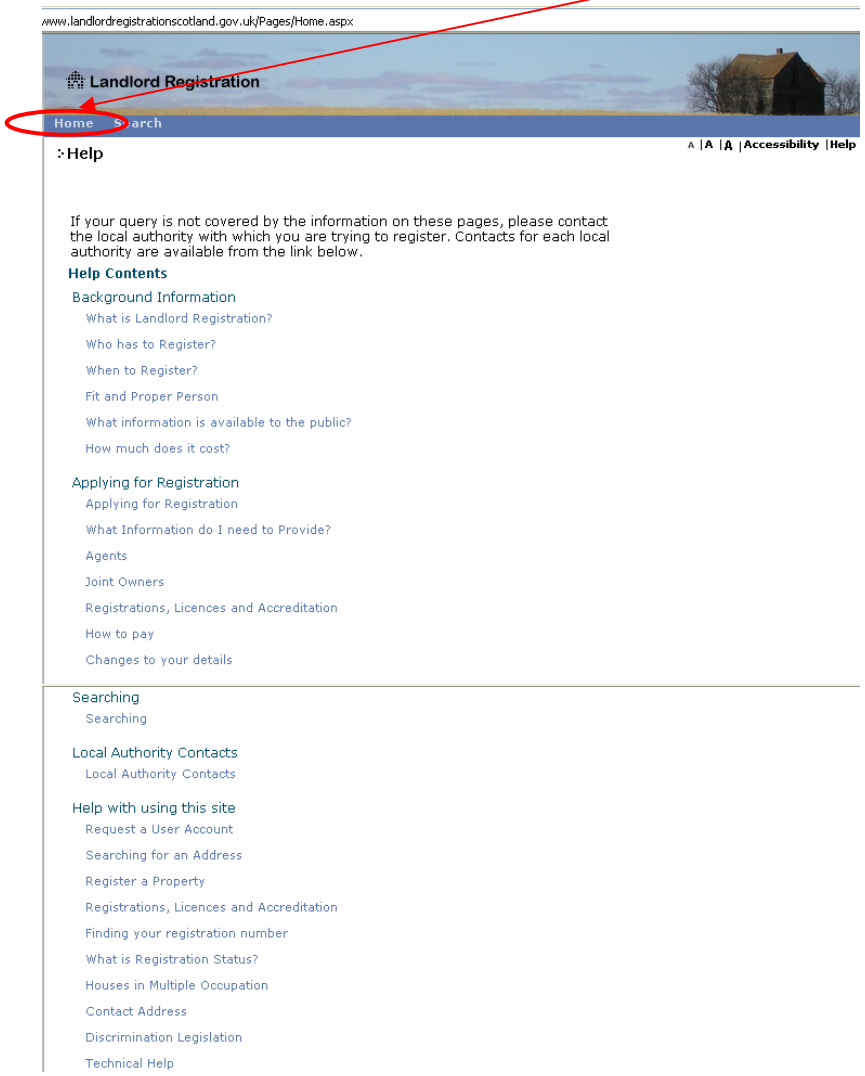
Read the Help pages by clicking on "More" under the "About" column
You will be asked later on in the process to confirm you have read this section



The following page will be displayed

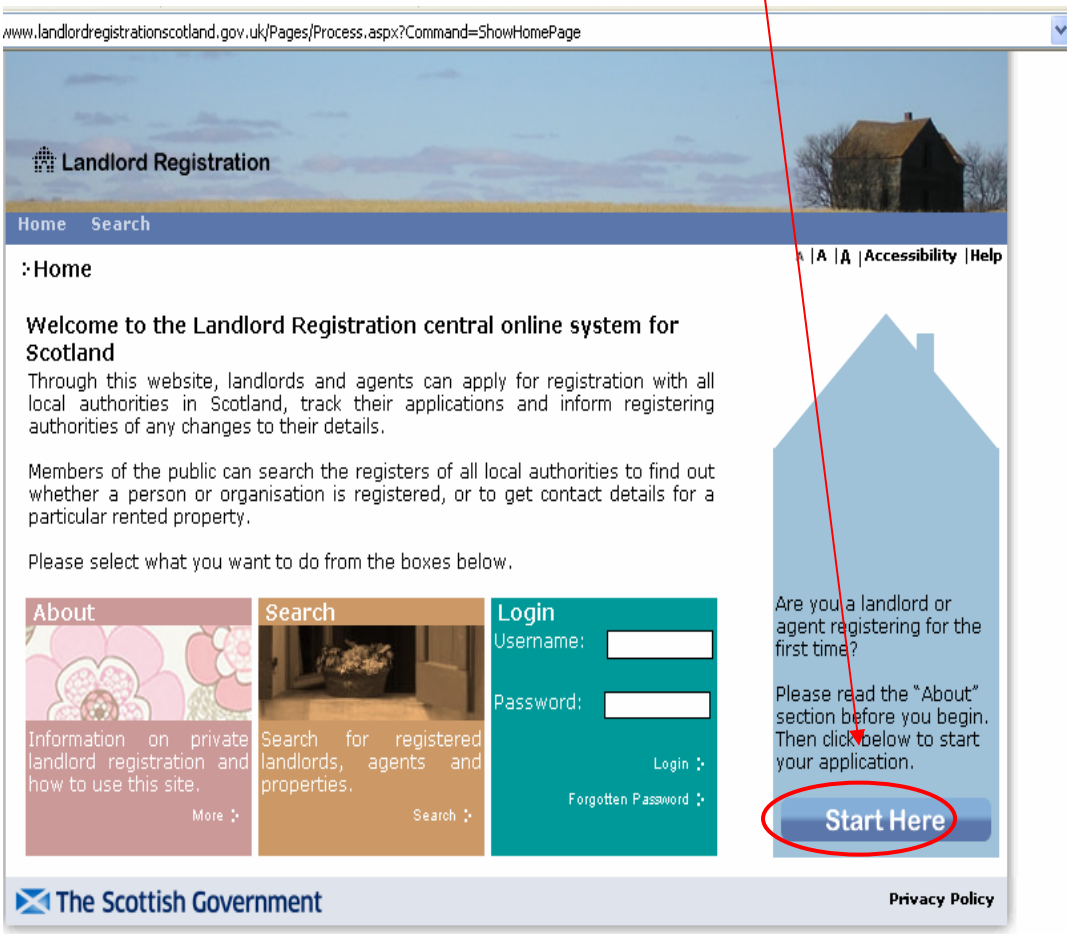
Detailed information can be found by clicking on each title

When you have finished return to the home page by selecting “Home”



To begin your application, click “Start Here”

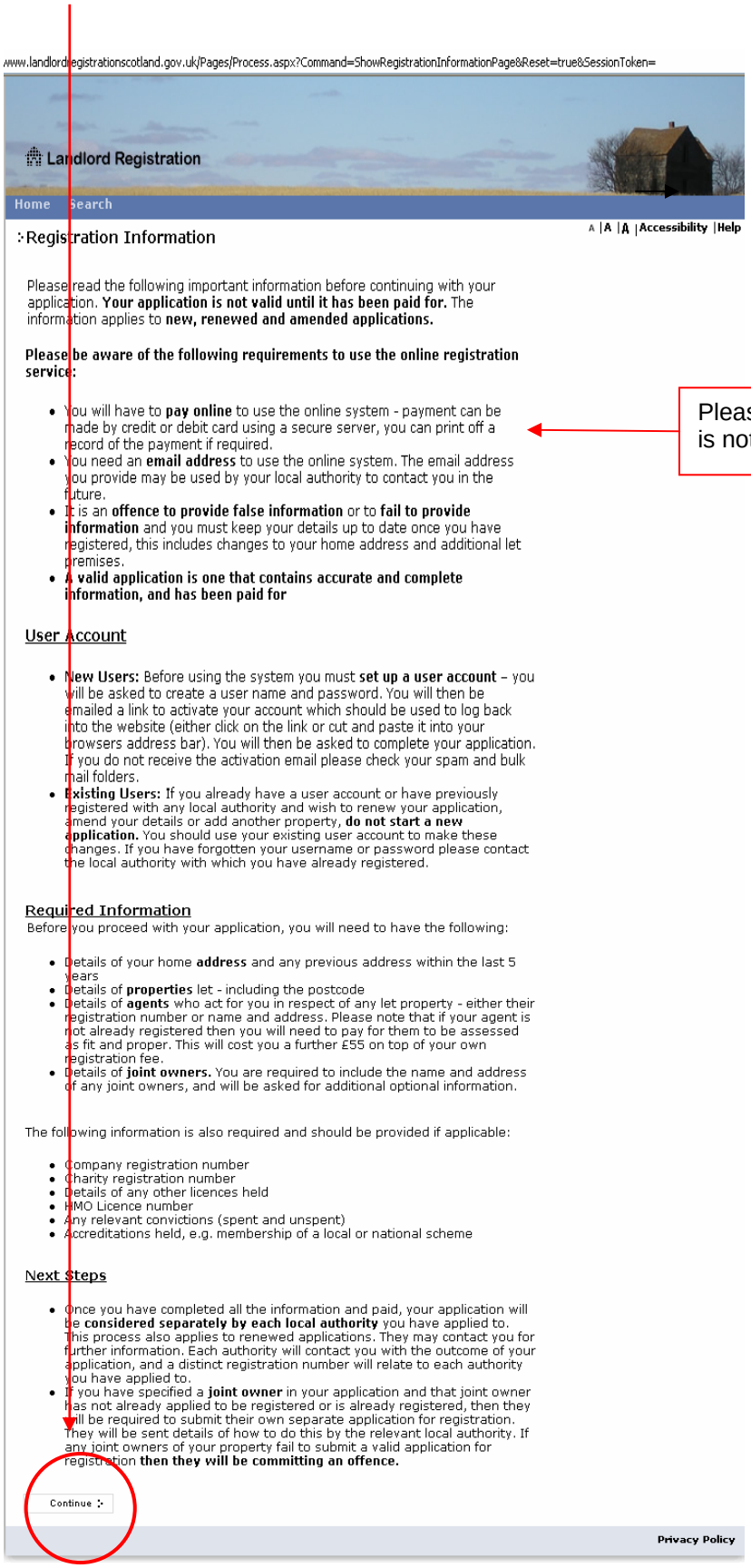
Note: If you are renewing a registration you must not start a new application – please refer to the separate guidance on renewing a registration



The “Registration Information Page” will now be displayed.

Please read this carefully before you start your application.

Once you have finished reading the information page, select “Continue”

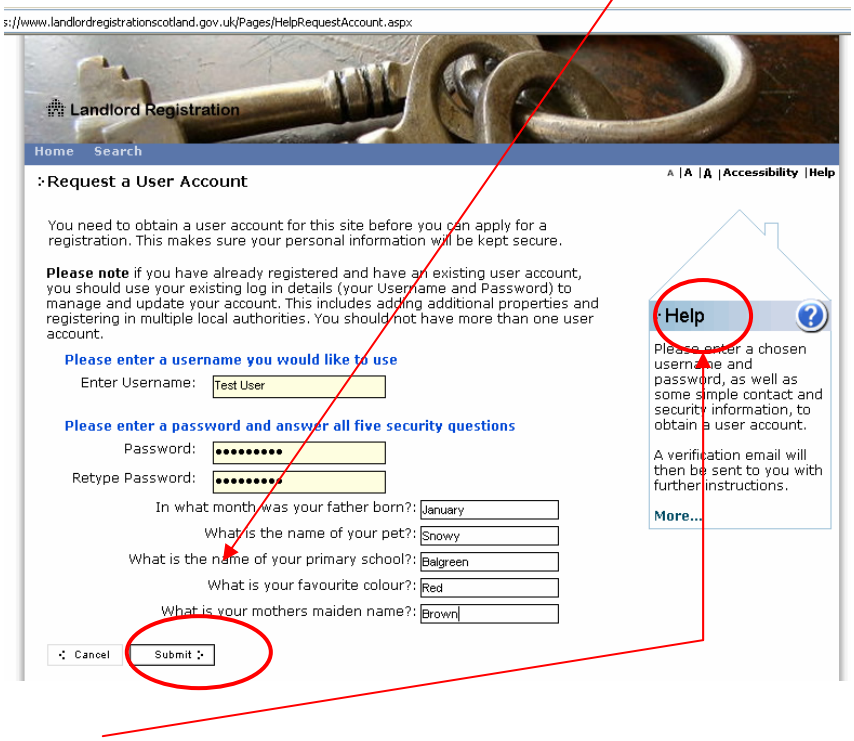


Please note - Visa electron is not currently accepted

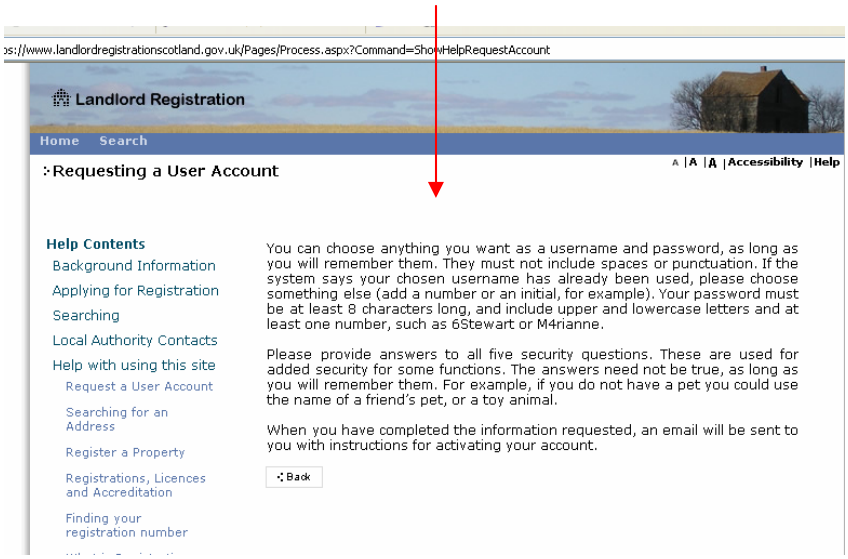
You will now be asked to create your user account.

Please complete this page and then select “Submit**”**

You will be asked to provide answer to three security questions later on in the application process so you may wish to take a note of your answers for future reference.

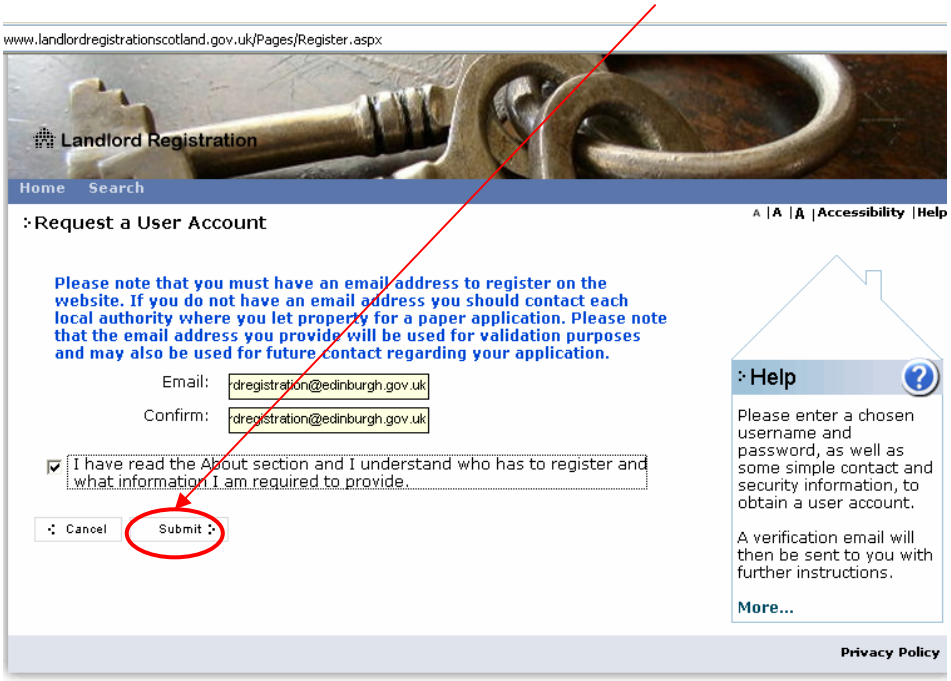


The”Help” page gives useful information on choosing your username and password

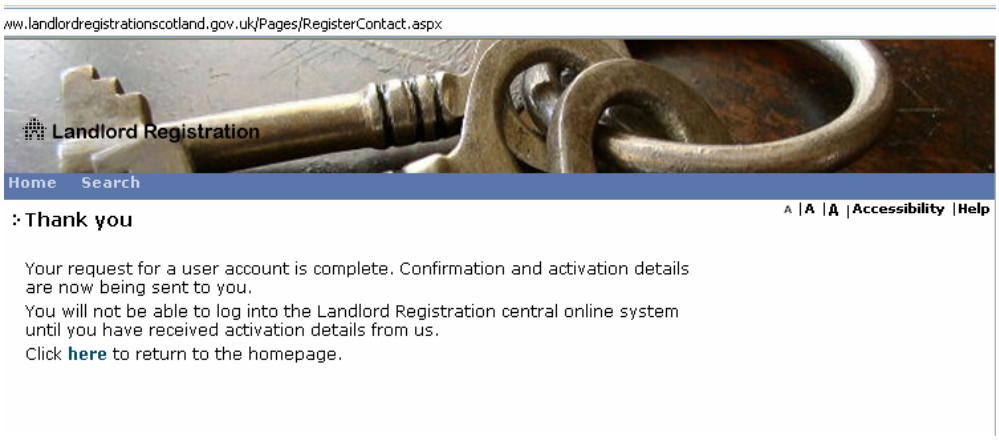


You should now provide an e-mail address to which confirmation of your user details and password will be sent, together with an activation link to allow you to access the system to complete your application

Once you have entered your e-mail address and confirmed that you have read the “About” section, please press “Submit”



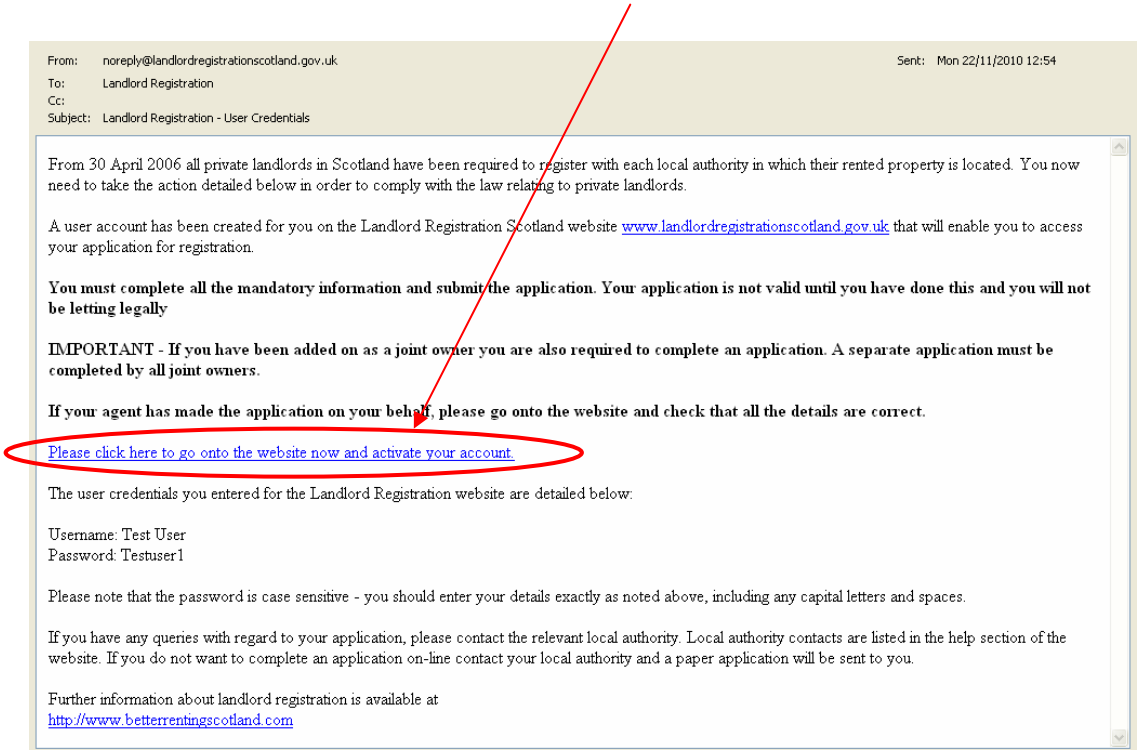
You should receive the message below confirming that your request for a user account is complete.



You should now check your e-mails for the activation notification.
Please also check any spam folders.
If you do not receive this, please contact a member of the landlord registration team on 0131 469 5293

Sample e-mail

Please note you should click on this link to activate your account



From: noreply@landlordregistrationscotland.gov.uk Sent: Mon 22/11/2010 12:54
To: Landlord Registration
Cc:
Subject: Landlord Registration - User Credentials

From 30 April 2006 all private landlords in Scotland have been required to register with each local authority in which their rented property is located. You now need to take the action detailed below in order to comply with the law relating to private landlords.

A user account has been created for you on the Landlord Registration Scotland website www.landlordregistrationscotland.gov.uk that will enable you to access your application for registration.

You must complete all the mandatory information and submit the application. Your application is not valid until you have done this and you will not be letting legally

IMPORTANT - If you have been added on as a joint owner you are also required to complete an application. A separate application must be completed by all joint owners.

If your agent has made the application on your behalf, please go onto the website and check that all the details are correct.

Please click here to go onto the website now and activate your account.

The user credentials you entered for the Landlord Registration website are detailed below:

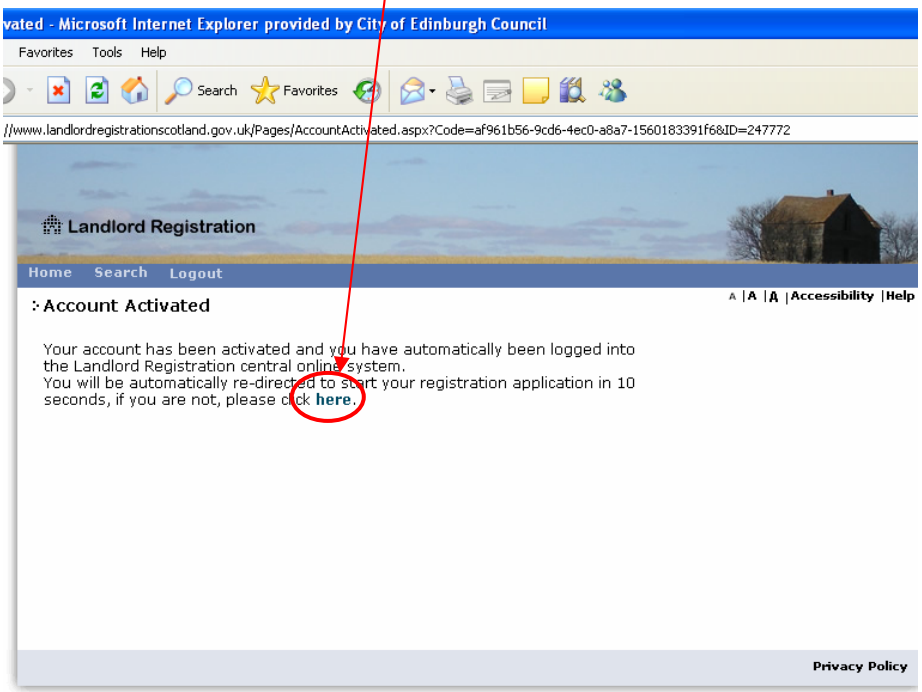
Username: Test User
Password: Testuser1

Please note that the password is case sensitive - you should enter your details exactly as noted above, including any capital letters and spaces.

If you have any queries with regard to your application, please contact the relevant local authority. Local authority contacts are listed in the help section of the website. If you do not want to complete an application on-line contact your local authority and a paper application will be sent to you.

Further information about landlord registration is available at
http://www.betterrentingscotland.com

The following screen will then be displayed. If you are not automatically taken to the next screen please click “here”



vated - Microsoft Internet Explorer provided by City of Edinburgh Council

Favorites Tools Help

Search Favorites

//www.landlordregistrationscotland.gov.uk/Pages/AccountActivated.aspx?Code=af961b56-9cd6-4ec0-a8a7-1560183391f6&ID=247772

Landlord Registration

Home Search Logout

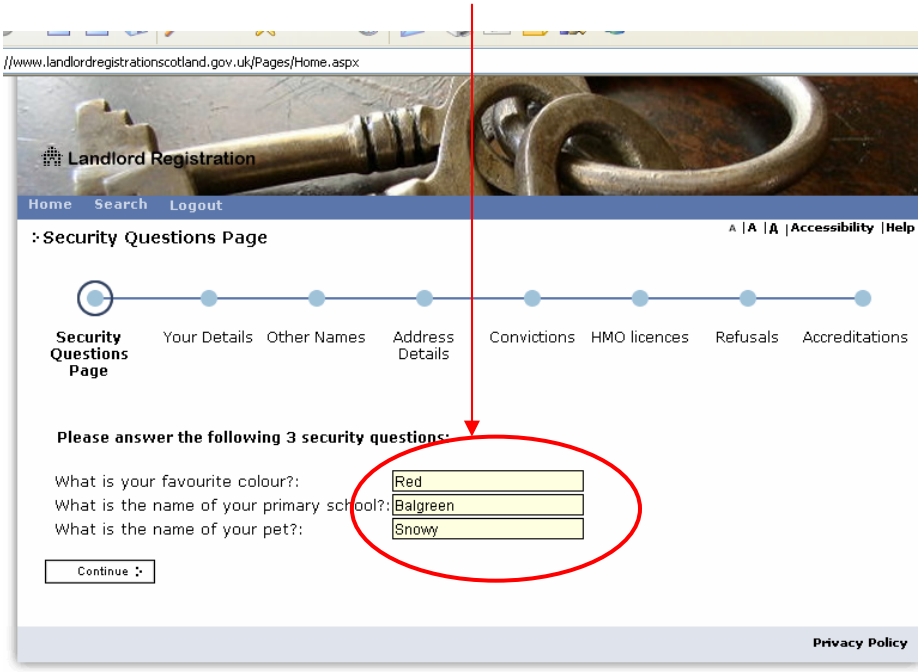
A | A | A | Accessibility | Help

Account Activated

Your account has been activated and you have automatically been logged into the Landlord Registration central online system.
You will be automatically re-directed to start your registration application in 10 seconds, if you are not, please click here.

Privacy Policy

You will be asked to answer three of the security questions which you completed previously. Please complete these exactly as entered before



You will be then be directed to a screen to start your application