

## SCHEDULE 1

(introduced by section 14)

### REGISTER OF PRIVATE RENTED HOUSING

#### PART 1

#### CONTENT OF REGISTER

##### *Landlords*

- 1 An entry in the register relating to a landlord must record the following—
- (a) the name of the landlord;
  - (b) if the landlord is a body corporate, the address of the landlord's registered or principal office;
  - (c) the address of each rental property in the licensing authority's area for which the landlord is the landlord;
  - (d) the name and licence number of any person appointed by the landlord to carry out lettings work or property management work on behalf of the landlord and the address of each rental property to which the appointment relates;
  - (e) the landlord's registration number;
  - (f) the date the landlord was registered;
  - (g) where a licence has been granted to the landlord—
    - (i) the date the licence was granted or is renewed;
    - (ii) the licence number;
    - (iii) whether the licence has been amended under section 24; and if it has the date the amendment took effect;
    - (iv) whether the licence has expired without being renewed, or has been revoked; and if it has the date of expiry or revocation;
  - (h) where an application by the landlord for a licence has been refused by the licensing authority—
    - (i) the date of the refusal;
    - (ii) whether the refusal was appealed under section 27;
  - (i) where the licensing authority's refusal of an application was appealed, if the tribunal or court confirmed the authority's decision, the date of that decision;
  - (j) where a residential property tribunal has made a rent stopping order (see section 30) in respect of a rental property for which the landlord is the landlord—
    - (i) that such an order has been made;
    - (ii) the date the order took effect;
    - (iii) the date on which the order ceased to have effect (see section 31).

##### *Agents*

- 2 An entry in the register for a person licensed to carry out lettings work and property management work on behalf of a landlord must record the following—
- (a) the name of the person;

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- (b) the correspondence address of the person;
- (c) if the person is a body corporate, the address of the person's registered or principal office;
- (d) if the person is carrying out lettings work and property management work on behalf of a landlord in the course of a business, the address of any premises in the area of the licensing authority used for that purpose;
- (e) where a licence has been granted to the person by the licensing authority—
  - (i) the date the licence was granted;
  - (ii) the licence number;
  - (iii) whether the licence has been amended under section 24; and if so the date on which the amendment took effect;
- (f) where an application by the person for a licence has been refused by the licensing authority—
  - (i) the date of the refusal;
  - (ii) whether the refusal was appealed under section 27;
- (g) where the licensing authority's refusal of an application was appealed, if the tribunal or court confirmed the authority's decision, the date of that decision.

## PART 2

### ACCESS TO REGISTER

- 3 (1) A licensing authority must notify a person of the information mentioned in subparagraph (2) if that person makes a request for the information and provides the authority with the address of a rental property which is on its register.
- (2) The information is—
- (a) the name of the landlord of the property and the name of any person appointed to carry out lettings work and property management work on behalf of the landlord in relation to the property;
  - (b) whether the landlord or person appointed to carry out lettings work and property management work on behalf of the landlord (as applicable) is licensed;
  - (c) if a rent stopping order under section 30 is in effect in relation to the property, that such an order is in effect.
- 4 (1) A licensing authority must notify a person of the information mentioned in subparagraph (2) if that person makes a request for the information and provides the authority with—
- (a) the name of a landlord of a rental property in an area for which the authority is the licensing authority, or
  - (b) the name of a person appointed to carry out lettings work and property management work on behalf of the landlord in relation to any such property.
- (2) The information is—
- (a) whether the landlord is registered;
  - (b) whether the landlord or person appointed to carry out lettings work and property management work on behalf of the landlord (as applicable) is licensed.

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- 5 (1) A licensing authority must notify a person of the information mentioned in subparagraph (2) if that person requests the information and provides the authority with—
- (a) the registration number or licence number of a landlord of a rental property in the area for which the authority is the licensing authority, or
  - (b) the licence number of a person appointed to carry out lettings work and property management work on behalf of a landlord in relation to any such property.
- (2) The information is—
- (a) the name of the landlord and any person appointed to carry out lettings work and property management work on behalf of the landlord (as applicable);
  - (b) whether the landlord is registered;
  - (c) whether the landlord or any person appointed to carry out lettings work and property management work on behalf of the landlord (as applicable) is licensed.