

Section 2a –Addition to Portfolio

Landlord Name and Address

Landlord Registration Number

Address of the property you let out, including postcode - only enter one address in the box below

*** Please use additional Section 2a inserts for each property and copy as necessary ***

Is this property a House in Multiple Occupation?

Yes No

If yes, please give the HMO licence number

Does an agent act for you in relation to this property?

Yes No

An agent is anyone who acts for you in relation to a house you let. This may be a professional such as a letting agent or solicitor, or a friend or relative who looks after the property, arranges repairs, collects rents and so on. You must declare any agent you use. Your application cannot be approved until both you and any agents you use have been approved.

If yes – has this person already registered, or applied for registration, with Aberdeenshire Council?

Yes No

If yes, please enter their registration/application number

If no – please enter their name and address here, then ask them to complete part 2 of this form and return it to us.

Name

Address

You can register on your agents behalf but you will need to pay their registration fee.

I wish to register my agent Yes No

Form 1

Do you jointly own this property with anyone else? Yes No

All joint owners of any let house must be registered. Your application cannot be approved until both you and any joint owners have been approved.

If yes – Has this person already registered, or applied for registration, with Aberdeenshire Council?

Yes No

If yes, please enter their registration/application number.

If no – please enter their name and address here, and say whether they are a member of your family. Then ask them to complete the attached form 2 and return it to us. You will need to pay a fee for any joint owner who is not a member of your family and is not already registered.

Name

Address

Is this person a member of your family?

Yes No

What do you want to use as the contact address for this property?

Your address

Your agent's address

Another address – please give details.