

## HMO Factsheet

Do you wish to rent your property to 3 or more unrelated persons?

If YES this would be a House in Multiple Occupation. All landlords and property require to be registered under the Antisocial Behaviour etc. (Scotland) Act 2004 prior to letting a property (there are exceptions to this). The Scottish Government has produced [guidance](#) on HMO's relating to room sizes etc.

Until an HMO Licence is granted, a property cannot be occupied by more than 2 people from more than 2 families. There is also a Private Landlord Checklist with information on general landlord requirements (ring or email for a copy – details at bottom of page). This factsheet gives a brief overview of some of the requirements of HMO Licensing. Before lodging an application for a licence ensure that you have read the [Guidance notes pre-application](#).

You must complete the [Application Form](#) and submit the other necessary information listed along with the correct fee.

The fee (April 2018) is in two parts: £216.43 for up to 6 persons and £324.47 for over 6 persons. This is subject to change on an annual basis.

You must display the [Site Notice](#) at the time of application and the [Site Notice Compliance](#) certificate must be completed and returned within 28 days.

Fire Safety is of paramount importance check the [guidance](#) for more information.

All fire doors should be self-closing and have 30 minutes fire resistance; water type extinguishers should be provided on each floor and a fire blanket should be provided in the kitchen.

A Fire Precautions Log Book should be provided recording the weekly testing, inspections and maintenance of alarm systems, emergency lighting and portable firefighting equipment should be kept up to date and available for inspection on the premises.

There are specific requirements regarding lighting and ventilation.

Hard wired or lithium battery powered CO (Carbon Monoxide) detectors must be fitted where necessary

As well as building insurance, you must also have adequate Public Liability insurance.

The landlord must complete a Management Standards Document

Each bedroom and living room must have a fixed controllable space heating appliance or be served by a central heating system. A central heating system must be capable of being controlled from a communal area.

Contact Environmental Health for more information on 01595 745250 or email

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