

**How to Join the  
Landlord  
Accreditation  
Wales Scheme**

Go to  
[welshlandlords.org.uk](http://welshlandlords.org.uk)

Go to Login/Registration and apply by completing an **individual** registration.  
(including all the declarations on the final page)

Receive a password for your account; login and find a suitable course to book and pay to attend (current cost £75.00 on-line)

Attend the course and successfully pass it.

Between 15 and 20 working days later you will receive your accreditation certificate and pack



Accreditation will last for 5 years, but during that time you should continue to develop by carrying out Continued Professional Development (CPD).

You can complete the above process by completing a paper application - but it costs £90 to join the scheme this way.  
Phone 02920871815 to request an application

**Are you also part of a company that would like to get accredited? Or maybe a couple who rent your property out through a company name?** Then read overleaf.



Go to  
[welshlandlords.org.uk](http://welshlandlords.org.uk)

Go to Login/Registration and apply by completing a **company** registration.  
(including all the declarations on the final page)

Receive a password for the company account; login and then **'invite your employees'** to link to the company. They will then complete **individual registrations**, and during the sign up process link to your **company account**.  
If you as the 'applicant' need to attend the course, you will also have to complete an individual application and link it to the company.

People who work in the company who deal with letting or managing residential property will need to attend a course. They can either pay for this in their individual account, or once linked to the company, the company can book and pay for them on their behalf in the company account. Courses cost £75 per person.  
Invoice or Cheque payment can be arranged on request.

Once 2/3rds of the people in the company who deal with managing rented residential accommodation have successfully attended and completed the course accreditation will be awarded in the **Company name**.  
Note: all people in the company who deal with managing properties need to make an individual application - even though only 2/3rds need to actually pass the course.

Remember, if the company manages property on behalf of clients, it must be part of a regulated scheme such as NALS, ARLA, RICS or NAEA to be applicable to become accredited.



Landlord Accreditation Wales c/o Private Sector Housing,  
Cardiff Council, City Hall, Cardiff, CF10 3ND

