



LandlordStudio

FOR LANDLORDS IN ENGLAND

PRS Database Registration Pack

Everything to have ready before registration opens in your region.

- Your regional dates
- A sheet for every property
- Your portfolio at a glance
- Joint owner details
- Certificates and expiry dates
- What to do after you register

How registration works, and your dates

From 15 December 2026, every private landlord in England has to register themselves and each property they let on the government's new service, "Register your rental property". Most people know it as the PRS Database.

- **You register twice:** once as a landlord, then once for each property you let.
- **It costs £65 per property, per year.** Your landlord entry is free.
- **It opens one region at a time.** You get three months from the day your region opens.
- **Every let property must be registered by 14 November 2027.**
- **Only you can start and finish the registration.** It is tied to your own identity check with GOV.UK. An agent can supply some of the information, but cannot register for you.

When your region opens

Region	Registration opens	Deadline	My properties here
West Midlands	15 December 2026	14 March 2027	☐
East of England	15 January 2027	14 April 2027	☐
East Midlands	15 February 2027	14 May 2027	☐
South East	15 March 2027	14 June 2027	☐
Yorkshire and the Humber	15 April 2027	14 July 2027	☐
North West	15 May 2027	14 August 2027	☐
North East	15 June 2027	14 September 2027	☐
London	15 July 2027	14 October 2027	☐
South West	15 August 2027	14 November 2027	☐

Each property follows the region it sits in, not the region you live in.

My registration plan

My first window opens on _____ My first deadline is _____

Properties I let in England _____ × £65 = £ _____ a year

I'll block out time to register on _____

Not sure of your region? Use our free [PRS Database deadline checker](#).

START HERE

Joint owners

This is the detail most landlords don't have to hand. If a property is jointly owned, the service asks for the details of every joint landlord, not just the person who manages it. Chasing a co-owner, ex-partner or family member for their details is the most common way registration gets held up. Start this page first.

How it works for joint owners

- Each joint landlord needs their own landlord entry. It's free.
- The property is registered once, and the £65 fee is paid once, however many owners there are.
- The person who makes the property entry pays the fee, and the renewal date follows them. Agree between you who does it.

Joint owner details

Property	Full name	Email	Phone	Postal address	Own landlord entry?
					☐ Yes ☐ Not yet
					☐ Yes ☐ Not yet
					☐ Yes ☐ Not yet
					☐ Yes ☐ Not yet
					☐ Yes ☐ Not yet

Who will make the property entry and pay the fee? _____

Date we agreed this _____

Your landlord details

Tick each one when you have it ready.

About you

☐ Your full name

☐ Your address

☐ Your email address and phone number

If you let through a company

☐ Company name

☐ Company registration number

☐ Registered office address

If you're registering on behalf of someone else

☐ Evidence of your authority to act for them (for example, a power of attorney)

Verifying your identity

You'll verify your own identity online with GOV.UK when you start. This is the one step you can't hand to anyone else, so plan to do it yourself.

Notes

Property sheet

One per property. Print or copy this page for each home you let.

Property address _____

Region _____ Window opens _____ Deadline _____

About the property

Detail	Your answer	Ready
Property type (house, flat, HMO, etc.)		☐
Number of bedrooms		☐
Number of residents		☐
Occupied or vacant		☐
Furnished, part-furnished or unfurnished		☐
Licence type, if any (HMO or selective)		☐
Licence number and expiry date		☐

About the tenancy

Detail	Your answer	Ready
Rent amount	£	☐
How often rent is paid (weekly, monthly, etc.)		☐
Are utilities included in the rent?	☐ Yes ☐ No	☐

Certificates

Certificate	Date issued	Expiry date	Ready
Gas safety certificate Renewed every 12 months			☐
Electrical Installation Condition Report (EICR) At least every 5 years			☐
Energy Performance Certificate (EPC) Rating: _____ Valid for 10 years			☐

☐ Everything on this sheet is ready. This property can be registered as soon as its window opens.

Your portfolio at a glance

For landlords with more than one property. Fill in one row per property so you can see which windows open first.

Property	Region	Window opens	Deadline	Joint owners?	Sheet complete?	Registered on
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	

Total yearly fee: _____ properties × £65 = £ _____

Gather your documents

Set up one folder per property, paper or digital, and put these in it before your window opens. While you're there, check the expiry dates: an entry with an expired certificate is the next thing to fix.

☐ Gas safety certificate

☐ Electrical Installation Condition Report (EICR)

☐ Energy Performance Certificate (EPC)

☐ HMO or selective licence, if the property has one

☐ The current tenancy agreement, for the rent, frequency and utilities details

☐ Joint owner details (page 2)

☐ Company documents or evidence of authority, if they apply

A certificate that expires soon?

Book the renewal now. Once your entry is live you have to keep it up to date, so a certificate that lapses becomes a database problem as well as a safety one.

Renewals to book

Property	Certificate	Expires	Booked for

After you register

Registration isn't a one-off form. Four things to know:

- 1 Keep it up to date.** When something changes, such as a new gas safety certificate or a new tenancy, you must update your entry within 28 days. Updates are free.
- 2 It renews every year.** Each property renews 12 months after you register it. Properties you add later are pro-rated, so the whole portfolio renews on one date.
- 3 Registration numbers go on your adverts.** Once registration applies in your region, you can't market a property without active landlord and property registration numbers, and they must appear in written adverts. This applies to your letting agent too.
- 4 A lapsed entry has real consequences.** Councils can fine up to £7,000, or up to £40,000 for repeated breaches. Without an active entry you also can't get a possession order on most grounds.

Using a letting agent? They can supply some of the information, but registration and keeping it paid stay with you. Confirm in writing who is updating the entry when certificates are renewed.

Keep it all in one place

Landlord Studio keeps each property's certificates, expiry dates and tenancy details together, and reminds you before anything expires. When your region opens the information is ready, and when something changes you know about it within the 28 days. You still register yourself on GOV.UK.

Try Landlord Studio free

Sources: GOV.UK, "Get ready to register"; GOV.UK rollout announcement; Renters' Rights Act 2025, Part 2 Chapter 3; draft Private Rented Sector Database Regulations 2026. Correct as of October 2026. This pack is general information, not legal advice. Landlord Studio does not register properties on your behalf.