

# A guide to private renting



Proper Property Ltd

FOR RENT

Advice and information for  
private tenants in Renfrewshire

  
Renfrewshire  
Council

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## Introduction

We have written this guide to help people who rent, or are planning to rent, a private home in Renfrewshire.

We aim to help you to understand the tenancy laws and your rights under these laws.

Today there are more than 5,000 homes in Renfrewshire let by private landlords. More and more of these homes are let by property managers on behalf of the owners of the home. Property managers mostly run their businesses from town centre offices.

Whatever your circumstances may be, various tenancy laws protect you. Landlords and agents must keep to these laws.

We must help and give advice to you if you rent your home from a private landlord and you are suffering harassment or threats of eviction. We will also help you if you can't get repairs done.

However, most tenants who rent privately find it a positive experience, and most rented homes are of good quality and are well managed.

You can find a list of useful organisations that can provide more help and assistance at the back of this booklet.

## Your basic rights

### No tenant should:

- have to live in accommodation below a certain standard;
- have to put up with antisocial behaviour or be affected by harassment; or
- be threatened with eviction without a good reason.

### All tenants should:

- be able to get repairs done to their homes;
- have a secure tenancy;
- have their deposits placed in an approved tenancy deposit scheme; and
- have a tenancy agreement.

## Checking whether your landlord is registered

Most private landlords have to register as landlords with their council by law.

If you are thinking about renting a home in Renfrewshire, you should only rent from landlords who are registered with us. You can check whether a property is registered by contacting our licensing section on **0300 300 0300** or by checking on line at: **www.landlordregistrationscotland.gov.uk**.

If the home is registered with us, we will give you details of who owns and lets out the property.

It is against the law for a landlord to let property without being registered. Landlords can be fined up to £50,000 if they fail to register.

Landlords who break the law by not registering may also be ignoring their legal requirements to look after the welfare of their tenants. They may not have safety equipment such as smoke detectors or gas safety certificates showing that appliances in the property are safe to use, that the homes they let should have by law. If you are renting a home, you have a right to see proof of these items.

By choosing to deal only with properly registered landlords, you are taking the first steps to protect yourself.

## Landlord Accreditation Scotland

In April 2008, the Scottish Government launched a scheme called "Landlord Accreditation Scotland". This scheme encourages private landlords and letting agents to improve the standards of housing management in Scotland.

Landlords who are part of the Landlord Accreditation Scheme will have had a number of checks and tests to make sure that they are a reputable and trustworthy landlord and that they manage their properties well.

You can find lists of accredited landlords either on the landlord accreditation website, or by direct contact with the scheme.

Look out for the Landlord Accreditation logo.



## Sharing a home with other tenants who aren't related to you

You may be thinking about renting a room in a house with other tenants who aren't related to you, sharing kitchen, bathroom and other facilities (this might be a shared flat or bedsit).

If a landlord rents accommodation to three or more unrelated people, we call this type of property a "House in Multiple Occupation" (HMO).

Landlords who want to let this type of housing have to apply to us for a licence. It is a criminal offence for a landlord to operate an HMO without a licence, and they could be fined up to £50,000 if they do so.

## Tenant Information Pack

Landlords are required to provide new tenants with a tenant information pack. This is a standardised pack which provides useful information about property conditions, tenancy agreements, and the rights and responsibilities of you and your landlord. You can view the pack on the Scottish Government website [www.scotland.gov.uk](http://www.scotland.gov.uk).

The landlord must provide their details on the first page of the pack. Both you and the landlord must sign the pack (unless the landlord sends it to you by email and you acknowledge receipt of it by email).

## Tenancy agreements

We expect all registered landlords to provide a copy of their written tenancy agreement to their tenants.

Most tenants who rent privately have a Short Assured Tenancy. This guarantees that you may live in the home you are renting for at least six months (as long as you can meet the terms of the tenancy agreement). The landlord should give you a form called an AT5. This is a form that both you and your landlord must sign, confirming that you understand that you will be signing a short assured tenancy agreement. (There is an example of this document at the end of the booklet, on page 22).

A tenancy agreement (example on page 23) has to include:

- the name and address of your landlord;
- your name;
- the address of the property you're renting;
- how much rent you will pay; and
- how long you can live in the property for.

It could also include:

- whether the rent covers services (such as gas and electricity) or whether these are extra, and who is responsible for council tax (usually the tenant, unless there is a resident landlord);
- when the rent should be paid and how it should be paid (for example, by cheque or direct debit);
- how much notice you need to give to end the tenancy;
- the amount of deposit to be paid and in what circumstances it will not be returned
- whether furniture is included in the rent; and
- any other tenancy conditions such as who is responsible for gardens or decoration, rules about pets etc.

If you are not sure about anything in the tenancy agreement you are being asked to sign, you should get advice from a citizens advice bureau or any advice works office before you do sign it.



## Conditions of tenancy

If you have entered in to a short assured tenancy agreement you will have the right to live in your home (we call this security of tenure) for at least six months. During your tenancy your landlord or agent will expect you to:

- look after your home, taking care of all furnishing and fittings;
- keep your home clean and tidy;
- look after and maintain your close (or common area), garden or shared space if you have one;
- pay rent on time;
- pay all gas, electric, council tax, water and sewerage charge (unless these are part of your rent);
- report all emergency and general repairs;
- behave responsibly;
- report to the antisocial behaviour team (**0800 169 1283**) anyone who behaves antisocially towards you; and
- keep to any other conditions in your tenancy agreement.

## Tenancy Deposit and Tenancy Deposit Schemes

In private rented accommodation, it is likely you will have to pay a deposit. You should expect to pay up to two months rent in advance. This is held until the end of the tenancy when it will be repaid providing you are up to date with rent and have not caused any damage.

Landlords have a legal duty to pay any deposit received into an approved independent tenancy deposit scheme. There are currently three scheme providers in Scotland; Letting Protection Service Scotland; SafeDeposits Scotland and Mydeposits Scotland.

The aim of these schemes is to protect tenants' deposits until they are due to be repaid. Each provider also offers a dispute resolution service which can help if you and your landlord do not agree about the amount of deposit to be returned.

Your landlord should provide information about your deposit, a receipt for it and confirm the name and contact details of the scheme holding the deposit.

## Inventories

An inventory is a list of everything in the property you are renting and its condition.

An inventory is useful as it can help you avoid a dispute over your deposit when you move out. Ask your landlord to provide one.

Check the inventory before you sign it, making a note of anything damaged, broken or worn. Make sure everything in the property is listed, and once you and your landlord are sure it's correct, you should both sign it.

## Paying the rent

Before you sign any tenancy agreement, you should make sure that you are able to pay the rent. You can get advice about your finances from the local citizens advice bureau or any of our Advice Works offices.

## Local Housing Allowance

If you need financial help with your rent costs, you may be eligible for Local Housing Allowance (LHA). Local Housing Allowance rates are set every year. The amount of Local Housing Allowance you get is based on the size of your household, your income and that of other people who stay with you.

In most cases we will pay Local Housing Allowance direct to you. In some cases the amount of LHA you receive will not cover your full rent. It is your responsibility to make sure that you pay all your rent to your landlord.

Some landlords may not agree to let a home to you if you receive Local Housing Allowance. You should check that your landlord will agree to let to you.

You can find out more about the current LHA rates from our benefits team on 0300 300 0204 or on our website at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk).



## Council Tax

### Council Tax charges

Most tenants will have to pay Council Tax charges for the property they rent.

A landlord should be able to tell you about your responsibilities for Council Tax charges and the rate.

If all the adult tenants in the property are full-time students you should be exempt (not have to pay) or qualify for a discount from the Council Tax charge.

To find out more about Council Tax charges contact the council on **0300 300 0300**.

### Council Tax Reduction Scheme

The Council Tax Reduction Scheme can reduce all or part of your Council Tax. It cannot help with charges for water and sewerage set by Scottish Water.

You may get Council Tax Reduction if you are on a low income or claiming benefits.

How much of a reduction you get depends on:

- your household income - this includes things like savings, pension, your partner's income;
- if your children live with you; and
- if other adults live with you.

To find out if you are eligible phone **0300 300 0204**.

## Energy services

### Energy Performance Certificate

An Energy Performance Certificate (EPC) shows a property's energy efficiency. This can help you to estimate your fuel bills. A landlord has to provide this to tenants and must provide it to prospective tenants who ask for it.

### Fuel Bills

Tenants are generally responsible for the utility bills. You should check with the landlord who supplies energy to the home, register with that energy supplier and provide a meter reading. You can then choose to switch energy companies if you prefer.

If your landlord can't provide details, contact the 'M Number Enquiry Line' on **0870 608 1524** who can tell you who the current gas supplier is.

Fuel bills are among the largest bills you will have to pay. You should always look for ways to keep costs down. Installing insulation (such as draught-proofing, loft and cavity insulation) is one way of reducing energy costs. You should always ask your landlord for permission before arranging any work but they should not refuse to let you carry out work to

insulate your home.

Home Energy Scotland can provide you with free impartial advice about heating and insulating your home, saving energy and cutting costs. You can contact them on **0808 808 2282**.

### Gas Safety

If your property has a gas heating or appliances, your landlord must make sure that they are safe for you to use. They must arrange for a Gas Safe registered engineer to carry out a gas safety check every year and provide you with a copy of the gas safety certificate. If your landlord does not provide you with a safety certificate you can contact the Health and Safety Executive for advice. See [www.hse.gov.uk/contact](http://www.hse.gov.uk/contact) for further information.

If you know that your gas installations or pipework are defective, you must tell your landlord or letting agent. You must never use appliances that are condemned or unsafe.



## Energy services (continued)

### Carbon Monoxide

You can be killed by carbon monoxide from poorly installed or maintained gas appliances very quickly. You can't smell it and you can't see it but you should be on your guard for the first sign of poisoning such as headaches, nausea or drowsiness. You should never use a gas appliance if you suspect it is unsafe. You may want to buy a carbon monoxide detector to make your home safer.

### Electrical Safety

Landlords must also make sure that all electrical appliances provided in a home are safe to use.

If you are worried about an appliance in your home, you should switch it off, stop using it and report the fault immediately to your landlord. If your landlord fails to repair the fault, they are breaking the Repairing Standard law (page 13) and you may be able to get help from the Private Rented Housing Panel (page 14).

### Smoke Detectors

Your landlord must supply working smoke detectors in the home you rent. There should be at least one working smoke detector on each floor of your home. If there is more than one alarm, these should be linked together so if one goes off, they all go off.

## Repairing Standard

The Repairing Standard is a basic level of repair which all private rented accommodation must reach. Landlords are responsible for:

- making sure that the property is wind and watertight and that the structure and outside of the property are in a reasonable condition;
- maintaining the installations for the supply of water, gas, electricity, heating and heating water and making sure that these are in a reasonable state of repair and in proper working order; and
- installing smoke detectors - at least one detector on each floor of the property.

Your landlord should provide you details of the Repairing Standard in your Tenant Information Pack.

## Adapting your property

Under the Housing (Scotland) Act 2006, you have the right to carry out work to adapt your rented home if someone who lives there is disabled.

As a tenant you will also have rights to install central heating and insulation through Scottish Government programmes. You must first get your landlord's permission first, but landlords can't refuse to give permission without good reason.



## Private Rented Housing Panel

The Private Rented Housing Panel (PRHP) investigates complaints about landlords and property conditions. It has the powers to make sure that private landlords carry out repairs so that properties meet the "Repairing Standard".

If the property doesn't reach the Repairing Standard, you should always ask your landlord to carry out the necessary work. If the landlord refuses to carry out the necessary work, then you can report your landlord to the PRPH.

If they decide that the landlord has failed to make a repair that they should have, it will send a "repairing standard enforcement order" to you and your landlord. This means the landlord has 21 days in which to carry out the repair. If the landlord still fails to make the repair, the panel can send a rent relief order to the landlord. This means you will pay less rent until the repair is fixed.

## Antisocial behaviour

We provide a range of services to tackle antisocial behaviour including:

- wardens from Renfrewshire Wardens Service who patrol the streets and can identify anti-social behaviour problems at an early stage; and
- the Antisocial Investigations Team (ASIST) who tackle residents' problems.

If you want to report antisocial behaviour contact Antisocial Behaviour (ASB) helpline on **0800 169 1283**.

## Eviction from property

Landlords cannot evict you from your home unless they follow certain legal procedures. These include:

- sending you a legal notice telling you that they intend to ask the court for permission to evict you; and
- sending you a "Notice to Quit".

It is a criminal offence to force a tenant out of their home by intimidating them, being violent towards them, or withholding services. If you are or have been affected by a landlord who is threatening to evict you and has not followed the correct procedures, please contact our housing advice section or get legal advice from a law centre, solicitor or Citizens Advice Bureau.

## Conclusion

We hope that you will keep this booklet and read it when you need to during your tenancy.

We encourage good practice among landlords and agents and organise meetings, produce newsletters and offer workshops and training for landlords. If tenants in Renfrewshire know their rights and talk to each other, the quality of private rented housing will improve.

As a private tenant, you are also responsible for looking after your property, paying rent on time, telling your landlord about repairs and acting responsibly.

The private rented sector in Renfrewshire is growing. We hope that you as a tenant, work with landlords and agents to play your part in making sure that the standard of private rented housing improves in the future.





## Useful contact organisations

### Advice Works [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

Phone: 0300 300 1238

Email: [adviceworks@renfrewshire.gov.uk](mailto:adviceworks@renfrewshire.gov.uk)

#### Services

- General advice about benefits and looking after your money

### Antisocial Investigations Team [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

Phone: 0300 300 0380

Email: [antisocial.hps@renfrewshire.gov.uk](mailto:antisocial.hps@renfrewshire.gov.uk)

#### Services

- Investigating anti social behaviour, providing wardens and a mediation service (helping people with disputes to talk to each other)

### Citizens Advice Bureau [www.cas.org.uk](http://www.cas.org.uk)

45 George Street, Paisley, PA1 2JY. Phone: 0300 300 0380

Email: [bureau@paisleycab.casonline.org.uk](mailto:bureau@paisleycab.casonline.org.uk)

#### Services

- General advice on benefits, money and housing

### Citizens Advice Consumer Service [www.adviceguide.org.uk](http://www.adviceguide.org.uk)

Phone: 0141 889 2121

#### Services

- General advice on benefits, money and housing
- Managing your bills
- Debt Advice

### Consumer Futures [www.consumerfutures.org.uk](http://www.consumerfutures.org.uk)

Royal Exchange House, 100 Queen Street, Glasgow G1 3DN.

Phone: 0141 226 5261

Email: [mail@consumerfutures.org.uk](mailto:mail@consumerfutures.org.uk)

#### Services

- Investigating complaints relating to disconnection or threatened disconnection by an energy supplier

### Council Tax Enquiries [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

Renfrewshire House, Cotton Street, Paisley, PA1 1AD. Phone: 0300 300 0300

Email: [council-tax.finit@renfrewshire.gov.uk](mailto:council-tax.finit@renfrewshire.gov.uk)

#### Services

- Applications or registrations for council tax



**Energy Advice Unit**  
[www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

Renfrewshire House, Cotton Street, Paisley, PA1 1AD. Phone: 0141 618 7515

Email: [emu@renfrewshire.gov.uk](mailto:emu@renfrewshire.gov.uk)

Services

- Energy advice and information

**Health and Safety Executive**  
[www.hse.gov.uk](http://www.hse.gov.uk)

Services

- Information on gas safety for tenants. Online form to report to HSE if your landlord will not provide a copy of the gas safety certificate for the property you rent.

**Housing Advice**  
[www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

15 Abercorn Street, Paisley PA3 4AA.

Phone: 0300 300 0222 Out of hours: 0800 121 4466

Email: [housingadvice.hps@renfrewshire.gov.uk](mailto:housingadvice.hps@renfrewshire.gov.uk)

Services

- Housing advice for private sector tenants
- Advice on homelessness
- Information leaflets on renting from a private landlord

**Houses in multiple occupation (HMO)**  
[www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

Renfrewshire House, Cotton Street, Paisley, PA1 1JD. Phone: 0300 300 0380

Email: [e-prot.es@renfrewshire.gov.uk](mailto:e-prot.es@renfrewshire.gov.uk)

Services

- Information about licensed HMO accommodation in Renfrewshire

**Landlord Accreditation Scotland Ltd**  
[www.landlordaccreditationscotland.com](http://www.landlordaccreditationscotland.com)

Hopetoun Gate, 8B McDonald Road, Edinburgh EH7 4LZ.

Phone: 0131 553 2211

Email: [info@landlordaccreditationscotland.com](mailto:info@landlordaccreditationscotland.com)

Services

- Information relating to accredited landlords in Scotland
- Advice and information for private landlords and tenants

**Landlord Registration**  
[www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk)

Renfrewshire House, Cotton Street, Paisley, PA1 1TT. Phone: 0141 840 3205

Email: [privatelandlord.licensing.cs@renfrewshire.gov.uk](mailto:privatelandlord.licensing.cs@renfrewshire.gov.uk)

Services

- Information about registered landlords in Renfrewshire



**Local Housing Allowance**  
**[www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)**

Renfrewshire House, Cotton Street, Paisley, PA1 1JD. Phone: 0300 300 0204

Email: [benefits.finit@renfrewshire.gov.uk](mailto:benefits.finit@renfrewshire.gov.uk)

Services

- Advice and information about Local Housing Allowance
- Information on LHA rates

**Paisley Law Centre**  
**[www.rlclaw.co.uk](http://www.rlclaw.co.uk)**

65 George Street, Paisley, PA1 2JY. Phone: 0141 561 7266

Email: [lw@paisleylawcentre.co.uk](mailto:lw@paisleylawcentre.co.uk)

Services

- General advice on housing and legal matters
- Advice relating to illegal evictions

**Private Rented Housing Panel**  
**[www.prhpScotland.gov.uk](http://www.prhpScotland.gov.uk)**

3rd Floor, 140 West Campbell Street, Glasgow, G2 4TZ.  
Phone: 0141 242 0142

Email: [prhpadmin@scotland.gsi.gov.uk](mailto:prhpadmin@scotland.gsi.gov.uk)

Services

- Investigating complaints about private landlords and the Repairing Standard
- Mediation Services for dispute resolution

**West College Scotland**  
**[www.reidkerr.ac.uk](http://www.reidkerr.ac.uk)**

Renfrew Road, Paisley, PA3 4DR. Phone: 0800 052 7343

Email: [sservices@reidkerr.ac.uk](mailto:sservices@reidkerr.ac.uk)

Services

- Student accommodation, advice and support services

**Shelter Scotland**  
**<http://scotland.shelter.org.uk>**

6 South Charlotte Street, Edinburgh, EH2 4AW. Phone: 0808 800 4444

Email: [info@shelter.org.uk](mailto:info@shelter.org.uk)

Services

- Advice on homelessness
- Advice for tenants on the private rented sector
- Information leaflets

**University of the West of Scotland**  
**[www.paisley.ac.uk](http://www.paisley.ac.uk)**

High Street, Paisley, PA1 2BE. Phone: 0141 848 3158/9

Email: [accommodation@uws.ac.uk](mailto:accommodation@uws.ac.uk)

Services

- Student accommodation, advice and support services



Appendices (Plain English Campaign's Crystal Mark does not apply to this appendix.)

Form AT5:  
For use only by a Landlord

**ASSURED TENANCIES**  
**HOUSING (SCOTLAND) ACT 1988**

**NOTICE UNDER SECTION 32 TO BE SERVED ON A PROSPECTIVE TENANT OF A SHORT ASSURED TENANCY**

**IMPORTANT: INFORMATION FOR PROSPECTIVE TENANT(S)**  
This notice informs you as prospective tenant(s) that the tenancy being offered by the prospective landlord(s) is a short assured tenancy under Section 32 of the Housing (Scotland) Act 1988.

**PLEASE READ THIS NOTICE CAREFULLY**

**Part 1** \_\_\_\_\_  
\_\_\_\_\_  
(name of prospective tenant/s)

**Part 2** I your prospective landlord(s)/ I your prospective landlord's agent\* \_\_\_\_\_  
\_\_\_\_\_  
of \_\_\_\_\_  
\_\_\_\_\_  
give notice that the tenancy being offered to you of the house at \_\_\_\_\_  
\_\_\_\_\_  
(address of house)

to which this notice relates is to be a short assured tenancy in terms of Section 32 of the Housing (Scotland) Act 1988.

**SIGNED** \_\_\_\_\_  
(Landlord(s) or Landlord(s)'s Agents)

**DATED** \_\_\_\_\_

**Part 3** Address + telephone number of agents if appropriate  
**Landlord(s)** \_\_\_\_\_  
**Agent:** \_\_\_\_\_  
\_\_\_\_\_  
**Tenant/s** \_\_\_\_\_  
**Agent:** \_\_\_\_\_  
\_\_\_\_\_

**Note 1 to prospective tenant/s.** To be valid this notice must be served before the creation of a tenancy agreement. A short assured tenancy will not exist if a valid notice has not been served.

**Note 2 to prospective tenant.** A short assured tenancy is a special form of tenancy. Unless it follows immediately after another short assured tenancy of the same house, (with the same tenant) it must not be for less than 6 months.

**Note 3 to prospective tenant/s.** A landlord of a short assured tenancy has special rights to repossess the house. If the landlord terminates the tenancy by issuing a valid notice to quit and gives the tenant at least 2 month's notice (or a longer period if the tenancy agreement provides) of his intention to repossess the house the court must grant the landlord an order allowing him to evict the tenant if he applies for one at the end of the tenancy period set out in the tenancy agreement



19.2F2015

**RENTAL AGREEMENT – SCOTLAND**  
(For a Furnished House or Flat on a Short Assured Tenancy)

**THIS RENTAL AGREEMENT** comprises the particulars detailed below and the terms and conditions printed overleaf whereby the Property is hereby let by the Landlord and taken by the Tenant for the Term at the Rent as a Short Assured Tenancy.

**The PROPERTY** \_\_\_\_\_

**The LANDLORD** \_\_\_\_\_  
of \_\_\_\_\_  
**The TENANT/S** \_\_\_\_\_

**COMMENCEMENT & DURATION:**

The tenancy will commence on: \_\_\_\_\_  
and will end on: \_\_\_\_\_

If the agreement is not brought to end by either party on the above date, it will continue thereafter on a monthly basis until terminated by either party giving no less than 2 months notice to the other party.

**The TERM** \_\_\_\_\_ months beginning on \_\_\_\_\_  
**The RENT** £ \_\_\_\_\_ monthly/weekly  
**The Deposit** £ \_\_\_\_\_  
**The Inventory** means the list of the Landlord's possessions at the property which has been signed by the Landlord and the Tenant/s.

**DATED** \_\_\_\_\_  
**SIGNED** \_\_\_\_\_  
(The Landlord)

\_\_\_\_\_ (The Tenant/s)

**before** Witness \_\_\_\_\_ Witness \_\_\_\_\_  
FULL NAME \_\_\_\_\_ FULL NAME \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
Occupation \_\_\_\_\_ Occupation \_\_\_\_\_

**IMPORTANT NOTICES TO LANDLORDS:**

- In order to qualify as a Short Assured Tenancy the period of let must be at least 6 months and the tenant must have been given a 'Notice of a Short Assured Tenancy, Form AT5', in advance of the creation of the tenancy that the tenancy is to be a Short Assured Tenancy.
- The Tenant must be an individual (not a firm or company) who will occupy the property as his/her main residence.
- The details of 'The Landlord' near the top of this Agreement should include the full name and address of the Landlord.
- Always remember to give both (a) written notice to Terminate to the Tenant two clear months before the end of the Term and (b) formal Notice to Quit at least 40 clear days before the expiry of the Term. These two notices should be sent by recorded delivery post and may be sent at the same time.

**SPECIAL NOTES FOR EXISTING TENANTS:**

- If you already have a regulated tenancy, other than a short tenancy, should you give it up and take a new tenancy in the same house/flat or another house/flat owned by the same landlord, that tenancy cannot be a Short Assured Tenancy and this Agreement is not appropriate; your tenancy will continue to be a regulated tenancy.
- If you have a short tenancy under the Tenant's Rights etc. (Scotland) Act 1980 or the Rent (Scotland) Act 1984 your landlord can offer you a Short Assured Tenancy of the same or another house/flat on the expiry of your existing tenancy.
- If you are an existing tenant and are uncertain about accepting the proposed Short Assured Tenancy you are strongly advised to consult a solicitor or organisation which gives advice on housing matters.



## Tenant checklist

- Check that the landlord is registered with the Council.
- Make sure you have a written tenancy agreement.
- Get a receipt for your deposit. Your landlord should tell you which tenancy deposit scheme they are placing it in.
- Make you sure you are given a Tenant Information Pack.
- Get a copy of the inventory of the house.
- Find out who the gas and electricity suppliers are. Take meter readings when you move into and leave the property.
- Ask to see a copy of the gas safety certificate.
- Make sure your landlord knows about the Repairing Standard.
- Register for council tax payments or confirm that you don't have to pay (for example if you are a student).
- Pay rent on time.
- Keep your property clean and tidy.
- Put rubbish out for collection.
- Tell your landlord about any repairs that need to be done to your home.
- Report any antisocial behaviour to the Helpline **0800 169 1283**.
- Let us know if your landlord is trying to evict you illegally.



## Notes

We have produced this booklet as a guide for tenants. We accept no responsibility for any mistakes or missing information in this booklet. You should take advice from a solicitor, a law centre or Citizens Advice Bureau if you want to know more about your legal rights as a private renting tenant.

