

Landlord paperwork/registrations/certificates	
<p>Register as a private landlord with Renfrewshire Council</p> <p>All private landlords must register with the Council and display their registration number when advertising a property for rent. Letting a property without being registered can lead to a maximum fine of £50,000.</p> <p>You can apply to be registered online at www.landlordregistrationscotland.gov.uk or contact Renfrewshire Council's Licensing Section on 0300 300 0300 for more information</p>	
<p>Mortgage, Tax and Insurance</p> <p>Inform your mortgage provider or lender and home contents/buildings insurer that you intend to rent out your property. You can get insurance specifically designed for landlords and letting out your property may have an impact on your mortgage and tax payments.</p>	
<p>Electrical Installation Condition Report</p> <p>It is a legal requirement to provide an electrical installation condition report, a part of which must ensure all electrical appliances have undergone Portable Appliance Testing.</p>	
<p>Risk Assessment for Legionnaire's disease</p> <p>Letting agents and landlords are obliged by law to carry out a risk assessment for Legionnaires disease and implement any necessary measures.</p>	
<p>Energy Performance Certificate and Gas Safety Certificate</p> <p>You must have a Energy Performance Certificate issued in the last 10 years and a Gas Safety Certificate issued in the past 12 months.</p> <p>You'll need to provide a copy of these certificates to your tenant and make clear the Energy Performance Rating when advertising the property for rent.</p>	
Preparing your rental property	
<p>Meeting the Repairing Standard in a rented property</p> <p>The repairing standard is the minimum physical standard of a private rented property.</p> <p>A privately rented property must meet the Repairing Standard as follows:</p> <ul style="list-style-type: none"> • The property must be wind and water tight and fit for people to live in. • The structure and exterior, installations for supplying water, gas and electricity and for sanitation, space heating and heating water must be in a reasonable state of repair and in proper working order. • Furnishings, fixtures, fittings and appliances provided under the tenancy must be in a reasonable state of repair and in proper working order and safe to use. • The property must the facility to warn of fire (smoke detectors) and dangerous levels of carbon monoxide (carbon monoxide detector). 	

<p>Full details on the requirements and enforcement of the Repairing Standard are available on the housingandpropertychamber.scot website</p>	
<p>Inventory</p> <p>Before letting your property you should take a note of what furnishings and fittings are in the property and their condition, you might want to take photographs. Make the inventory available to your tenant for them to agree or make amendments and sign.</p>	
<p>Once the property is let</p>	
<p>Tenancy Agreement and Tenant information</p> <p>Any new tenancy will be a Private Residential Tenancy agreement. The Scottish Government have developed a ‘model tenancy agreement’ webpage which allows you to customise a tenancy agreement and print out ready for your tenant to agree and sign. You must also provide the following certificates and information to your new tenant:</p> <ul style="list-style-type: none"> • copy of the Energy Performance Certificate • copy of the Gas Safety Certificate • copy of the Electrical Installation Condition Report • copy of the inventory to check and agree • copy of the easy read notes for the Private Residential Tenancy agreement or the Private Residential Tenancy agreement statutory terms supporting notes 	
<p>Use an approved Tenant Deposit Scheme</p> <p>Landlords have a legal duty to pay tenancy deposits into an approved tenancy deposit scheme. There are 3 approved schemes in Scotland:</p> <ul style="list-style-type: none"> • Letting Protection Service Scotland • Safedeposits Scotland • My deposits Scotland 	
<p>Hand over the keys to the new tenant and inform Council Tax the new tenant has moved in.</p>	