

A close-up photograph of a hand pointing to a checklist. The checklist consists of a vertical column of seven empty square boxes. A green checkmark is placed over the third box from the top. The background is a blurred image of a person in a light blue shirt. At the bottom of the image, there is a curved graphic element composed of several colored segments: green, cyan, magenta, and orange.

Landlords

Private Landlord's Checklist

This checklist sets out all the legal duties Landlords in the Private Rented Sector must keep to, as well as general best-practice recommendations.

Registration		3
<i>Landlord Registration</i>	By law, you must register as a Landlord. You can apply online at: www.Landlordregistrationscotland.gov.uk . or by contacting the Landlord Registration team on 01294 324305.	3

Property Condition		3
<i>Tolerable Standard</i>	By law, a house must meet the Tolerable Standard before it can be used as living accommodation. This means that it must meet the following conditions.	
	The house is structurally stable.	3
	There is no substantial rising or penetrating damp.	3
	The house has satisfactory natural and artificial lighting, ventilation and heating.	3
	The house has satisfactory thermal insulation (for example, loft insulation).	3
	There is a suitable piped supply of drinking water available within the house.	3
	The house has a sink which provides a satisfactory supply of both hot and cold water.	3
	There is a toilet available in a suitable place in the house, and your Tenants must not have to share this with other households.	3
	There is a fixed bath or shower and a wash-hand basin, each provided with a satisfactory supply of both hot and cold water in a suitable place in the house.	3
	There is an effective system for draining and disposing of waste and surface water.	3
	Any electrical installations supplied with the tenancy meet the relevant safety requirements.	3
	There are satisfactory facilities for cooking in the house.	3
	There is satisfactory access to all outside doors and outbuildings.	3

Property Condition		3
<i>Repairing Standard</i>	By law, a privately rented property must meet the repairing standard as follows:	
	The property must be wind and water tight and in all other respects reasonably fit for people to live in.	3
	the structure and exterior (including drains, gutters and external pipes) must be in a reasonable state of repair and in proper working order.	3
	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.	3
	Any fixtures, fittings and appliances that the landlord provides under the tenancy must be in a reasonable state of repair and in proper working order.	3
	Any furnishings that the landlord provides under the tenancy must be capable of being used safely for the purpose for which they are designed.	3
	The property must have a satisfactory way of detecting fires and for giving warning in the event of a fire or suspected fire.	3
	The property must have satisfactory provision for giving warning if carbon monoxide is present in a concentration that is hazardous to health.	3
	The property must meet the statutory Tolerable Standard. “ https://www.mygov.scot/landlord-repairs/tolerable-standard/ ”	3

Property Safety		3
<i>Gas Safety</i>	All gas equipment you provide, such as fires or a cooker, must be inspected every year by a Gas Safe Register engineer.	3
	You must give the Tenant a copy of the gas safety certificate at the start of the tenancy and within 28 days of the safety inspection each year.	3
	You must keep every gas safety certificate for at least two years.	3

<i>Furniture Safety</i>	All soft furnishings you provide with the tenancy must meet safety standards. There should be a label on items to show they meet the Furniture and Furnishings (Fire) (Safety) Regulations.	3
<i>Electrical Safety</i>	All electrical installations and appliances you supply as part of the tenancy must be safe for use. Best practice may be to give the tenant an electrical safety certificate and regular inspection reports.	3
	You must keep electrical safety certificates for at least six years.	3

Permission		3
<i>Mortgage</i>	If you have a mortgage on your property, get your mortgage provider's permission before renting out the property. Failure to do so may incur additional costs to your re-payments.	3
<i>Insurance</i>	You must tell your insurer that you plan to rent out the property and consider taking out Landlord insurance.	3

Documents you need before renting out the property		3
<i>Inventory</i>	You should give the Tenant an inventory listing everything that is in the property you're renting out (for example, furniture, carpets and curtains, kitchenware and so on) and the condition it's in at the start of the tenancy.	3
	Once both you and the Tenant are happy that the inventory is correct, make sure that both of you sign and date it.	3
	You may also include photographs with the inventory to help prove what state the property was in at the start of the tenancy.	3
	Keep a copy of the inventory in a safe place.	3
<i>EPC</i>	Each time you rent out the property, you must give the Tenant a copy of the energy performance certificate (EPC).	3

Tenancy Agreement

3

You must provide the Tenant with a written tenancy agreement clearly setting out the terms of the tenancy. **This should contain only fair, lawful terms. The tenancy agreement must:**

Include your and your agent's (if you have one) name and address.

3

Say how much notice you and the Tenant must give to end the tenancy.

3

Say how much the rent is and how and when the Tenant should pay this.

3

Tenancy Agreement

The tenancy agreement should also:

Explain the circumstances when you will be entitled to keep the deposit at the end of the tenancy. You will not be able to make a claim on the deposit if you have not done this.

3

Include a list of any bills the Tenant will be responsible for paying (for example, Council Tax, gas, electricity, phone).

3

List your and the Tenant's responsibilities for repairing and maintaining the property. (However, you must still meet your legal duties regarding the tolerable and repairing standards).

3

You (or your agent) and the Tenant must sign and date the tenancy agreement in front of another person (the witness). The witness should also sign the agreement and include their address.

3



Tenancy deposits		3
<i>Deposit</i>	When taking a deposit from a Tenant, the maximum amount you can ask for is the equivalent of two months' rent.	3
	Apart from the deposit and rent, it is illegal to ask the Tenant for any extra payments. This includes administration fees or other expenses.	3
	Pay the deposit into one of the tenancy deposit schemes that have been approved by the Scottish Government. You should pay all new deposits into an approved scheme within 30 days of the beginning of the tenancy. You should also give the Tenant details of the scheme that you are using to hold the deposit.	3

Ending a Tenancy		3
<i>Notice to Quit</i>	<p>If you have a Short Assured Tenancy see - https://www.mygov.scot/ending-a-tenancy-as-a-landlord/short-assured-tenancies/</p> <p>For Private Residential Tenancies see - https://www.mygov.scot/ending-a-tenancy-as-a-landlord/private-residential-tenancies/</p>	3





If you would like more information about the rights and responsibilities of Landlords, or have any questions about Private Sector housing matters, please contact:

Housing Services Private Sector Advice Team
North Ayrshire Council
Cunninghame House, 3rd Floor (East)
Irvine, KA12 8EE

Phone: 01294 324644 Fax:01294 324624

Email: psadvice@north-ayrshire.gov.uk

www.north-ayrshire.gov.uk

本文件也可應要求，製作成其他語文或特大字體版本，也可製作成錄音帶。

درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے ذرائع پر بھی میسر ہے۔

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।

Na życzenie klienta, informacje te mogą być udostępnione w innych językach oraz formatac

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