

Responsible Renting Week

Edinburgh Landlord Day
Thursday 22 November, 12 noon - 7 pm
Assembly Rooms, George Street



Following the success of last year's Responsible Renting Week, the City of Edinburgh Council is delighted to invite you to our second Edinburgh Landlord Day.

This free event will give you a unique opportunity to find out more about the practical and legal aspects of being a landlord by bringing together a range of different advice and services.

The day will comprise of an exhibition with over 25 exhibitors ranging from landlord registration to furniture suppliers, as well as

several seminars led by prominent speakers exploring current private rental sector issues, including the new housing panel.

These seminars will give you the opportunity to share experiences with other landlords and get answers to your questions, direct from the experts.

Exhibitors will also be on hand throughout the day to give advice and practical help on a range of topics including finance and investment, HMO licensing, landlord registration, antisocial behaviour,

property safety, and the council's private sector leasing scheme.

Edinburgh Landlord Day is part of Responsible Renting Week – a week of events dedicated to private landlords and tenants to help maintain a vibrant, safe, and well managed private rented sector.

You do not have to book to attend Landlord Day. Just drop in any time between 12 noon and 7 pm. However, the seminar spaces are limited so please book now on 0131 529 7454 to avoid disappointment.

LANDLORD DAY SEMINARS:

10 am – 12 noon

The Private Rented Housing Panel

Explaining the new repairing legislation and how the Private Rented Housing Panel works.

Real life case studies will be used to illustrate your obligations under the Repairing Standard.

1.30–3.30 pm **Beginners Guide to Letting Property**

John Blackwood from the Scottish Association of Landlords will present the essential facts for any new or potential landlords. All you need to know, from registration and safety requirements, to repairing obligations and short assured tenancies.

6–8 pm **Tenancy Challenge**

An entertaining event hosted by TC Young solicitors exploring various aspects of tenancy law, enabling you to better understand your rights and responsibilities.

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LETWISE TRAINING COURSES

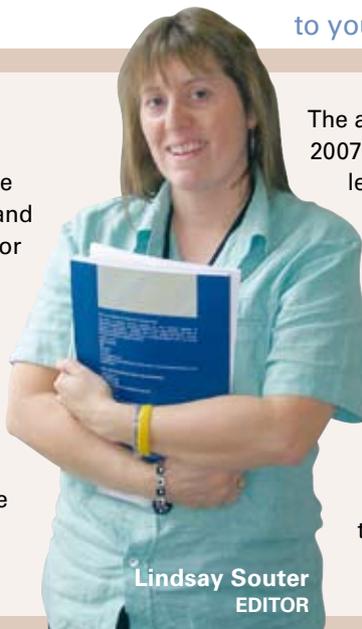
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welcome

to your autumn 2007 edition of *Inside Letting*

As always, this edition brings up to date news and information on issues affecting you as a landlord or letting agent. We have exclusive market statistics from Citylets, and Councillor Paul Edie (Executive Member for Health, Housing and Social Care) tells us why he believes the private rented sector is so important in Edinburgh.

We also have guidance on the new Repairing Standard and Private Rented Housing Panel. These legal changes will affect you, so if you've not been to a Law of Repairs session in a while, book a place today – and keep an eye out for further updates on the letwise website.



Lindsay Souter
EDITOR

The approach of Responsible Renting Week 2007 highlights how lively and dynamic the lettings industry is. We will be showcasing a wide variety of services offering advice and practical solutions for all your business needs at Edinburgh Landlord Day on 22 November 2007. We welcome landlords old and new, as well as those who might be thinking about taking the plunge into the private rented market.

We look forward to meeting you at the Assembly Rooms, George Street on 22 November.



Up to standard?

As you may be aware, the Repairing Standard came into force on 3 September 2007.

This is the most recent part of the Housing (Scotland) Act 2006 to be introduced, extending the statutory obligations of a private landlord to repair homes for lease. Rented property must now meet the repairing standard before it is let and at all times during the tenancy. The standard applies to existing tenancies as well as new ones.

If a tenant believes that the property does not meet the repairing standard and that the landlord is not seeking to address the issues, they can apply to the Private Rented Housing Panel (PRHP) for the case to be considered.

To comply with the new duties, you (or someone acting for you) will have to inspect the property to make sure it meets the standard. At the start of the tenancy (or earlier) you must tell tenants about the Repairing Standard and the Private Rented Housing Panel.

A letter is available for download on the letwise website that landlords and letting agents can use to tell tenants of the new legislation.

More information about the Repairing Standard can be found at www.prhpscotland.gov.uk

A residential property meets the repairing standard if -

- it is wind/water tight and reasonably fit for human habitation
- the structure and exterior (including drains, gutters and external pipes) are in a reasonable state of repair and in proper working order
- the water, electricity and/or gas supplies and the installations for sanitation, space heating, and water heating are in a reasonable state of repair and in proper working order
- any fixtures, fittings and appliances provided are in a reasonable state of repair and in proper working order
- any furnishings provided are fit for purpose
- the property has a satisfactory smoke/fire alarm

SMOKE DETECTORS

The Repairing Standard requires that landlords must make sure that the property they rent out has "satisfactory provision for detecting and giving warning of fires."

To meet the standard there has to be at least one working smoke alarm on each floor of a property. Any new smoke alarms installed must now be mains wired. Existing smoke alarms can be either mains or battery powered, but if they break they will need to be

replaced with a mains wired alarm. In the case of HMO property, this part of the Repairing Standard will only be met when the more stringent HMO smoke alarm conditions are met. Within Edinburgh, as with many alterations, you are likely to need a Building Warrant to fit a mains powered smoke alarm. Contact our Building Standards department for more information. Always seek advice before carrying out any building work.

Building Standards, Corporate Property and Contingency Planning, City Development Waverley Court, Business Unit G3, 4 East Market Street, Edinburgh EH8 8BG
Tel: 0131 529 7826 (Central)
Tel: 0131 529 4655 (South)
Tel: 0131 529 4644 (North)

DATA PROTECTION

good practice

You may not realise it, but as a landlord or letting agent you hold personal data relating to your tenants, meaning that you have obligations under the Data Protection Act 1998.

Under the Act, landlords and agents must make it clear to tenants when their information may be given out. Personal information includes any information that can be used to identify a specific person; such as their name or date of birth. Information should not be kept if it is no longer necessary for business purposes.

The Act does not stop landlords or agents from releasing personal information where they have a legal obligation to do so. For example, under the Housing (Scotland) Act 1987, a tenant is entitled to be given the name and address of their landlord. Tax and benefits administrators can also ask agents for details of landlords, tenants, rents and property.

Who else can you give data to 'in good faith'?

Utility companies: you have a legitimate interest in making sure that utility charges are paid for by those responsible.

References: as long as it is made clear to the tenant who references will be passed to, agents and landlords can share information. letwise have a tenant reference mandate for this purpose which you can use – by signing the mandate the tenant gives you permission to give and share references. However, you cannot force tenants to sign by making it a condition of the tenancy.

Emergency tradesmen: contact details can be given to tradesmen in order to carry out emergency repairs.

Debt collection: landlords may provide the tenants' details to a tracing agent or debt-collection company to help recover money owed to them (e.g. rent arrears). Tenants should be made aware of this when they sign the tenancy agreement.

The police: the Data Protection Act, 1984, allows the police to ask for information if they are making enquiries for the purposes of the prevention or detection of crime, or for the apprehension or prosecution of offenders.

If you want to pass on personal information under any other circumstances, think carefully. Giving out your tenants' details to parties other than those above, or under different conditions, may put you in breach of the Data Protection Act.

Good practice checklist

Consider the following points to help make sure you are giving out the information fairly:

- is the information you want to give out personal information?
- are you legally obliged to give out the information?
- have you told the tenants that you may give out this information, and under what circumstances?
- who are you giving the information to and why do they want it? Are you sure of the identity of callers arranging repairs or asking about rent accounts?
- is it really necessary to give out the information?

For an example of a data protection clause for use in a residential tenancy agreement, contact letwise or your own solicitor.

For more information about data protection, contact the Information Commissioners Office
e-mail: mail@ico.gsi.gov.uk
website: www.ico.gov.uk
phone: 01625 545745

NEWS IN BRIEF

PRIVATE HOUSING STRATEGY CONSULTATION

The City of Edinburgh Council has recently completed consultation on its draft Private Housing Strategy for 2007-2017.

The opportunities for the private rented market form a large part of the strategy. With a growing population, this is one section of the housing market that can be used to provide high quality accommodation to meet the needs of a range of the city's residents.



A list of options for improving both the quality and supply of private rented housing in Edinburgh has been drawn up to help us get to where we want to be in ten years time.

Throughout the consultation period we sought feedback from a range of partners and stakeholders with an interest in the private rented market, from landlords and letting agents through to student representatives and other community groups. This input has been vital in finalising the strategy.

If you would like a copy of the draft strategy or would like more information please contact:

Gillian Campbell
Private Housing Strategy Manager
phone: 0131 529 2252
e-mail: Lookingafteryourhome@edinburgh.gov.uk

Inside Letting is published by The City of Edinburgh Council. Please contact:
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letwise

EDINBURGH
THE CITY OF EDINBURGH COUNCIL



JIM BAULD
TC Young Solicitors



CASE NOTES:

What happens to your tenants when a property is repossessed?

WITH RISING INTEREST RATES, STATISTICS SHOW THAT PROPERTY REPOSSESSIONS BY MORTGAGE LENDERS WERE UP BY 30% ACROSS THE UK IN THE FIRST HALF OF 2007.

Many landlords will have mortgages (or to use the correct Scottish legal term “standard securities”) over the properties which they let.

In most situations, tenants will not be aware of these securities but it is important to remember that they still have rights. The ending of a mortgage over a rented property does not necessarily mean that the tenancy comes immediately to an end.

The Conveyancing and Feudal Reform (Scotland) Act 1970 defines a set of standard conditions which apply to all securities covered by it. The standard conditions allow a lender to recover possession of the house in certain circumstances, usually involving mortgage arrears.

Other conditions prevent the borrower (landlord) from letting the property without the written consent of the creditor. In many situations the landlord does not seek consent, and lets the house to tenants without telling the lender.

If the property you intend to let is subject to a mortgage, then before letting out that property you must:

- obtain written permission from the lender to rent out the property
- serve the tenant with a notice indicating that the property is subject to a mortgage and that a specific eviction ground may apply (Ground 2 of the Housing (Scotland) Act 1988).

This means that if the lender has started repossession proceedings, the landlord can seek to end the tenancy by serving notice, using Ground 2 as a mandatory ground for recovery. Once the property has been repossessed, the lender would issue any notices, using Ground 2 if they want the property to be vacant in order to sell it on.

If a lender seeks to recover the property from the landlord, a court action will be raised. In most cases the tenant will be unaware of such action. However, any decree granted

in that action could have the apparent effect of allowing the lender to evict the tenant. If the procedure set out above has been followed, then it is likely that the court action against the landlord will also be effective against the tenant.

However, the most common situation is where the tenancy has been created without formal permission from the lender. The lender will be unaware of the existence of the tenancy. In this situation the legal position is that the tenancy agreement is valid but the lender can seek to end it at any time. This means that the tenancy agreement remains in force until the lender takes legal action to have the tenancy “reduced” (i.e. legally cancelled). The lender could also raise an action for recovery using Ground 2. The lender would have the right to do this as the tenancy has been granted in contravention of standard conditions.

Until that action is taken, the tenant will be able to remain within the property. In one instance a tenant successfully obtained an interdict preventing a lender from enforcing a repossession order.

If you feel that your finances are getting out of control, don't ignore the issue. You should seek independent financial advice, or alternatively, you can get help from the Citizens Advice Bureau or the Advice Shop on South Bridge.



capital growth



Citylets have been publishing market data in their quarterly reports throughout 2007, but here for the first time is their complete summary of Edinburgh's rental performance since 2004.

The overall trend for rents in Edinburgh has been one of steady growth with properties of all bed sizes experiencing growth in rental values since 2004. Market figures show that in general, Edinburgh landlords have been able to increase rents roughly in line with inflation. While this may not make for the most exciting of news, rental growth in Edinburgh has outperformed Glasgow – where average rents show little change since 2004.

One bedroom flats have been the best performers over the period, recording an above inflation growth of 11.5%. While demographics are changing, with more people living alone than ever before, it's more likely the rising demand for one bedroom rentals over the past few years has been driven by increasing Edinburgh house prices. Single people are facing issues of affordability and higher initial deposit requirements for house purchases, driving a tendency to rent, and to rent for longer.

In terms of the time it takes to let, there's a general trend of properties letting faster today than in 2004, but this probably reflects the increase in effectiveness of web portals such as Citylets', and other internet property marketing. One-bed flats let the fastest, taking on average 26 days to let over the last year. There is a pattern of one-bed flats letting fastest in the second half of the year and the larger four and five bed properties letting very quickly in the second quarter of the year due to high demand from students. However, despite the demand, prices haven't risen dramatically for larger HMO properties. We suspect that this may be because if supply doesn't meet demand students always have the option of splitting up and switching into two-bed flats.

On average, gross yields have fallen over the three years to 4.18%; however, as the Registers of Scotland do not record property type or size, a more detailed analysis of yields is sadly not possible.

Statistics such as those provided here are useful to benchmark your own property's performance, but this type of data does mask local differences. Rents in EH3 (Stockbridge) for example, are well above average, while EH11 (Gorgie) offers tenants good value.

At a micro level there are variances in prices (and rental growth) due to a range of property specifics such as type, size, and condition, as well as location. As always, solid local research or the experience and knowledge of a letting agent will help maximise your rental return, and ensure that your property investment decisions are the right ones.

“**One bedroom flats have been the best performers over the period, recording an above inflation growth of 11.5%.**”

Private Sector Leasing Success!

Orchard & Shipman have now secured their 1,000th property in Edinburgh – two years ahead of target.

The private company act on behalf of the City of Edinburgh Council to find and manage private rented homes to provide vital accommodation for individuals and families in housing need.

This innovative contract, which is the first of its kind in Scotland, was launched by the City of Edinburgh Council in September 2005 and has already become the largest scheme in the UK.

A survey of PSL's customers revealed that a phenomenal 96% of tenants and 100% of landlords describe the service as 'good' or 'excellent' and with 6,000 landlords and investors registering an interest the continuing success of the scheme is assured.

Angela McLachlan, Head of Social Housing Scotland for Orchard & Shipman, said: "To have reached our 1,000th property milestone way ahead of schedule is a stunning reflection on the success of the PSL scheme. Key to this has been the excellent partnering relationship with the City of Edinburgh Council.

"PSL works because it brings benefits to all parties; the families desperate for accommodation in areas that they want to live in, the Council who face a huge demand to find suitable housing, and the landlords who see the benefits of long-term income for their investments.

"As well as providing councils with a single provider for property management, we adopt a holistic approach to supporting tenants and the local community by providing assistance with applications for housing benefit, a mediation service for neighbours and links with support agencies."

Under PSL, landlords enjoy the security of guaranteed long-term income, rents paid quarterly in advance with no voids and no agent's fees – and the return of the property in good condition.

Orchard & Shipman, who were contracted by the Council to procure 1,500 properties by 2010, are looking to attract new landlords to reach their required target. Such is the growing interest in the Edinburgh scheme that more than half of Scotland's local authorities have now been in touch with Orchard & Shipman to learn more about PSL. Contracts have just been agreed with three more local authority areas and Orchard & Shipman will now be launching similar schemes with Scottish Borders Council as well as East and Midlothian Councils.

Louise Galloway, the Council's Contract Manager for Private Sector Leasing, said: "The PSL scheme is an excellent example of the public and private sector working together, in partnership, to provide quality accommodation to customers in housing need. Since the scheme commenced, 1,300 households have been accommodated in PSL tenancies which has greatly assisted the council in meeting its statutory duties."

If you would like more information on the PSL scheme, call Orchard & Shipman on 0131 555 7781.

Jane McLeod, 34, went to the Council in 2006 when she encountered difficulties at home and within a week she had been offered an Orchard & Shipman property in Dalry which she snapped up.

She said: "The difference this move made to my family's life was amazing. My children quickly settled into a new school, joined local clubs, and made new friends they could invite back to their new home. Undoubtedly, the most heart-warming change was that we all currently 'feel safe'. It's also allowed me to take stock of my life and return to work."

Accountant Alan Whitelaw, who owns the 1,000th property in Edinburgh's Murrayburn district, is full of praise for Orchard & Shipman.

He said: "They have proved extremely professional and the fact that I will receive secure, regular rental income for five years is invaluable. It's also good to know that I am contributing to a scheme that will help people in housing need in Edinburgh."

INTERVIEW

Councillor Paul Edie is the new Executive Member for Health, Housing & Social Care, and represents the Corstorphine/Murrayfield ward



Paul first became interested in politics in the early 1980s and became a councillor in 1994. Having spent 13 years in opposition to the ruling Administration, Councillor Edie describes his current appointment as “like winning the lottery without the inconvenience of buying a ticket”.

He has already identified the lack of affordable housing as his number one issue, and has stated publicly that Edinburgh is facing an affordable housing crisis; highlighting that the city needs between 12,000 and 25,000 new affordable homes by 2017.

What role can the private rented market play in helping to solve Edinburgh's affordable housing shortage?

The affordable housing crisis is currently one of the biggest challenges facing the city. It is vital that we have a supply of good quality private rented accommodation in Edinburgh to help meet the needs of those seeking affordable housing.

Latest figures show that private rented accommodation accounts for around 17% of the total housing stock. Private renting offers the flexibility that many people need at certain times in their lives and it is crucial that there is an adequate supply to support the projected economic growth in Edinburgh.

One way in which the private rented market is assisting in

tackling the shortage in affordable housing is through the Private Sector Leasing Scheme. Since the scheme was launched in September 2005 landlords have leased 1000 properties to the Council, providing additional opportunities to people seeking homes in the city.

What is the City of Edinburgh Council doing to support the private rented market?

We aim to support landlords in understanding their own, and their tenants', obligations in relation to the relevant legislation. Many landlords feel the sector is overregulated and we want to explain the reasons for regulation and help ensure that good quality property stays in the market.

We recognise that on the whole, Edinburgh's landlords are committed to providing quality accommodation and to meeting high standards. However, we need to continue to identify those landlords who do not comply with the legislation and work with them to help improve their practices. Ultimately however, there will always be occasions when we have to take firm enforcement action for the benefit of everyone who has an investment in the private rented market.

Edinburgh has taken a lead in developing innovative services to give landlords the advice and assistance they need. letwise was set up in early 2005 to

build positive relationships with landlords through providing help and support. Since the team was established, letwise has provided over 100 training courses to landlords covering various aspects of tenancy management, including how to deal with antisocial behaviour and understanding tenancy law.

Edinburgh was one of four local authorities in Scotland to pilot accreditation schemes and the Edinburgh Landlord Accreditation scheme has had great success. One third of the entire private rented market in Edinburgh is now managed by accredited landlords and letting agents. Following the success of the pilots, the Scottish Government has now decided to launch a national accreditation scheme for landlords across Scotland.

Overall, is Edinburgh's Private Rented market in good shape?

Edinburgh has the most vibrant private rented market in Scotland, meeting the needs of a wide range of households across the city.

The Council has recently completed its consultation on a new Private Housing Strategy for the next ten years and the importance of the private rented market has been a key driver in the development of this strategy.

It is in everyone's interest to have a safe, good quality private rented market in Edinburgh.



PARKING just the ticket

Car parking in the city is a topic which often causes heated debate – but it's a renting headache that can be avoided if tenants are well enough informed.

Tenants who move into developments with off street parking usually assume that the property they are letting comes with its own space. However, if you have leased, sold off, or don't have an allocated space for the property you are letting, ensure your tenants are aware of this.

If there is a parking space with the property, make sure it is properly identified in the lease agreement, and tenants are clear about which space(s) they can use.

Most on street parking in central Edinburgh is part of the controlled parking zone – recently extended to areas including Dalry, Fountainbridge and Comely Bank. Tenants can buy a parking permit valid for three, six, or twelve months, for the zone they live in.

Landlords should make prospective tenants aware of the need for parking permits when advertising properties for lease. The final scheduled extension of the controlled parking zone will come into force on 5 November, covering Craigleith, Orchard Brae, Coates, and north of Comely Bank.

If you are re-advertising a property, you should check if it still has the "free on street parking" that you claim it has!

Agents with their own contractors may be able to apply for a Trades parking permit which would allow free parking in any pay and display bay in the city.

Why not suggest the City Car Club to tenants?

This 'pay as you go' way of driving a car without worrying about petrol, tax, insurance, or parking could be the ideal solution for your tenants. Users only pay for what they use and this could be as little as £3.60 per hour. Flatmates can all join the car club and could use the vehicles for shopping trips or transporting bulky items.

www.citycarclub.co.uk
Edinburgh City Car Club
31 Argyle Place
Edinburgh EH9 1JT
Tel: 0131 466 8172

For more information about parking permits and their prices visit www.edinburgh.gov.uk/parking

Replacing a Boiler ➤ Changes under the new Building Standards effective from 1 May 2007

The new Scottish Building Standards introduce higher energy efficiency targets and require the use of condensing boilers.

Condensing boilers run at higher efficiencies than ordinary boilers, typically saving about one third of heating and hot water costs. In addition to the usual flue requirements, condensing

boilers also require a drain for the condensation, and they generate a plume of steam which needs to disperse. This may mean it is impractical or uneconomic to install a condensing boiler as a replacement and you may be entitled to an exemption.

To make a formal assessment the Scottish Building Standards Agency has developed the 'Guide

to Condensing Boiler Installation Assessment Procedures for Dwellings' – see www.sbsa.gov.uk

This includes a checklist which allows installers to check whether or not a condensing boiler is a practical and economic replacement for an existing home. The guide also states when lower efficiencies are permitted.



help and advice for Edinburgh's private tenants and landlords

letwise offer a programme of training and briefing events for private landlords. These courses are designed to inform landlords about the various aspects of property and tenancy management and to update on any changes which impact on the private rented market.



Landlord Training Programme: January 08 – March 08

TRAINING SESSIONS

Marketing Your Property and Deposits

Thursday 10 January 2008, 5.45pm – 9pm
Venue: Radisson Hotel, 80 High Street,
Edinburgh EH1 1TH

Course objectives

By the end of the course delegates will:

- understand how to effectively market a property and achieve optimum rents
- understand the legal implications if they let a property without the tenants actually viewing the property (Distance Selling Regulations)
- know how to seek a tenant reference
- understand the legalities and implications of requesting a rent guarantor
- understand the legal requirements around deposits
- be aware of how to deal with disputes around deposits.

Is it for you?

This course is beneficial for both new and experienced landlords and letting agents alike.

Resolving Conflicts Positively

Thursday 24 January 2008, 5.45pm – 9pm
Venue: Business Centre, City Chambers,
High Street, Edinburgh EH1 1YJ

This course will explore techniques for resolving conflicts to everyone's satisfaction. Typical disputes between landlord/tenant and tenant/neighbours will be examined and delegates will learn straightforward practical techniques for helping to ensure conflicts are handled productively.

Course Objectives

By the end of the course delegates will:

- be aware of how conflicts arise
- have a better understanding of how conflicts escalate
- be aware of how not to make conflicts worse
- be familiar with some constructive negotiating techniques
- be familiar with some practical skills for handling conflict positively
- be aware of how mediation can help.

Is it for you?

This course is suitable for all private landlords and letting agents.

Tenancy Agreements

Thursday 31 January 2008, 1 pm – 4 pm
Venue: Radisson Hotel, 80 High Street
Edinburgh EH1 1TH

Course Objectives

By the end of this course delegates will:

- be aware of the legal requirements and pitfalls in creating assured and short assured tenancies
- be aware of unfair contract terms in leases and how to avoid them
- be aware of the legal rights and obligations of landlords and tenants
- understand what action can be taken against tenants if things go wrong
- be aware of what could be construed as harassment.

Is it for you?

This course is intended for private landlords and letting agents involved in creating tenancy agreements whether let to individuals/families or shared occupancy. It is intended to cover assured and short assured tenancies, and is not intended to address resident landlords or protected tenancies.

All of these courses are free of charge

You can book a place by contacting
letwise on 0131 529 7454 or
e-mailing letwise@edinburgh.gov.uk

For further information about these courses or future training events, contact our Training & Development Officer, Rachel Fleming on 0131 529 2177 or e-mail rachel.fleming@edinburgh.gov.uk

Due to the high level of non attendance at courses recently, we have changed our policy. Delegates who fail to cancel their place on the course and subsequently do not attend, will be excluded from all remaining courses in the quarter. This is to enable us to maximise capacity and make sessions as cost effective as possible. This does not prevent delegates from booking on courses within the next advertised quarter.

Recovery of Possession

Thursday 7 February 2008, 1 pm – 3.30pm
Venue: Business Centre, City Chambers
High Street, Edinburgh EH1 1YJ

Course objectives

By the end of the course delegates should be able to:

- understand the mandatory and discretionary grounds for repossession
- understand the legal requirements to successfully regain possession at the end of a lease
- be aware of the notices and procedures required in repossession
- be aware of what can go wrong when seeking possession, and how to avoid these problems
- understand court processes.

Is it for you?

This course is intended for both new and experienced landlords and letting agents. It is not designed for resident landlords.

The Law of Repairs

Thursday 21 February 2008 1 pm – 3.30pm
Venue: Holyrood Hotel, 81 Holyrood Road,
Edinburgh EH8 8AU

Course Objectives

By the end of this session delegates will:

- be aware of statutory and common law repairing obligations
- understand the remedies available to tenants when landlords fail these duties
- have an understanding of gas safety, furniture and fire safety regulations, and electrical safety.

Is it for you?

This course is essential for both new and experienced landlords and letting agents. On 3 September 2007 important changes in the laws covering the responsibilities of private landlords to carry out repairs came into effect. If you have not attended this course in the last six months it is recommended that you attend as the course now covers the new legislation.

Finance Matters

Thursday 6 March 2008, 5.45pm – 9pm
Venue: Radisson Hotel, 80 High Street
Edinburgh EH1 1TH

Course objectives

By the end of the course delegates should be able to:

- understand the implications of current taxation legislation as it affects landlords
- understand the most effective ways to structure finances to maximise benefits
- understand the different types of mortgages available and their advantages
- understand how to maintain effective financial and bookkeeping records
- be aware of the insurance market, and the types of insurance cover landlords should consider when renting property.

Is it for you?

This course is aimed at both new and experienced landlords and letting agents. It would be beneficial for those considering how to maximise tax benefits under current legislation, and those who would like more information on effective bookkeeping.



Keeping the Peace

Thursday 20 March 2008, 1 pm – 4 pm
Venue: Radisson Hotel, 80 High Street,
Edinburgh EH1 1TH

Antisocial behaviour can mean anything from noisy washing machines to loud parties to crime. As a registered private landlord you now have a legal responsibility to deal with complaints about your tenant's behaviour – even if this behaviour does not appear "antisocial" in the extreme. Failure to deal with your tenant's behaviour can lead to loss of your registered private landlord status which ultimately means you would be unable to let your property.

Course Objectives

This course will:

- explain the different types of behaviour that are defined as "antisocial"
- explain how, as a private landlord, you have a legal responsibility to deal with your tenant's behaviour
- tell you about how the Council can assist and support you in meeting these obligations
- advise you on ways you can try to avoid antisocial behaviour occurring
- advise you on the steps you can take to deal with situations where your tenant's behaviour is causing complaint.

Is it for you?

This course is an essential for all private landlords and letting agents.

AS PART OF RESPONSIBLE RENTING WEEK, LETWISE ARE OFFERING THE FOLLOWING ADDITIONAL ONE-OFF SEMINARS:

Responsibly Representing Landlords

Tuesday 20 November 2007, 2.30pm – 5pm
Venue: Business Centre, City Chambers
High Street, Edinburgh EH1 1YJ

This seminar gives letting agents a special opportunity to find out about issues tailored to their business as letting professionals. Come along and be updated on current legislation and what the City of Edinburgh Council regard as good practice for agents. John Blackwood, Scottish Association of Landlords will be covering topics including: marketing and advertising, holding deposits, fees and charges, references and guarantors, inventories, unfair contract terms and distance selling regulations.

Fire, Electrical and Plumbing Regulations

Tuesday 20 November 2007, 6pm – 8pm
Venue: Business Centre, City Chambers
High Street, Edinburgh EH1 1YJ

Did you know that as of 3 September 2007 all rented properties must have a means of detecting fire? Did you know that from 1 May 2007 new building regulations apply and you may need a building warrant to adapt your property? Do you know that all plumbing work is subject to the water byelaws operated by Scottish Water? This briefing session will give you all the information you need to know about these new regulations.

You can get this document on tape, in Braille, large print and various computer formats if you ask us. Please contact ITS on 0131 242 8181 and quote reference number 06437. ITS can also give information on community language translations.

اپنی کمیونٹی میں بولی جانے والی زبان میں اس دستاویز کے ترجمے کے متعلق
معلومات کیلئے انٹراپرائیوٹیشن اینڈ ٹرانسلیشن سروس کو 0131 242 8181
پر فون کریں اور ریفرنس نمبر 06437 کا حوالہ دیں۔

欲得到本文件的中文翻譯資訊，請
致電愛丁堡市議會傳譯及翻譯服務
部(ITS)及說明檔案編號 06437，
電話：0131 242 8181。

এই দলিলপত্রের অনুবাদ আপনার সম্প্রদায়ের ভাষায়
পেতে হলে ইন্টারপ্রেটেশন এ্যান্ড ট্রান্সলেশন
সারভিস-এর সাথে 0131 242 8181 নম্বরে ফোন
করে রেফারেন্স নম্বর 06437 উল্লেখ করুন।

إذا كنت ترغب في معلومات عن ترجمة هذا
المستند الى لغة جاليتك نرجو الاتصال هاتفيا
بمكتب الترجمة على الرقم 0131 242 8181
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