

inside letting

EDINBURGH'S LINK WITH LANDLORDS

ISSUE 15 SPRING 2008

NATIONAL ACCREDITATION goes live



The Scottish Rural Property and Business Association (SRPBA) and the Scottish Association of Landlords (SAL) have been successful in their joint bid to run a national accreditation scheme for private landlords

Launching at the end of April, this Scottish Government backed scheme will be available to all landlords who promote good practice and high standards.

The scheme, to be known as Landlord Accreditation Scotland (LAS) will be launched on 30 April at SAL's National Landlord Day, and will be the first national scheme in the UK.

Accreditation is a voluntary member scheme designed to recognise good practice amongst private landlords and letting agents. This enables members to promote themselves as approved providers of quality, well managed accommodation.

Phil Rowsby (below), the recently appointed Project Director is looking forward to the challenge. He commented: "One of the most significant benefits to landlords is that LAS will be an industry-led scheme."



The Scottish Government has shown a real desire to engage with the private rented sector; and LAS is a great opportunity to work with landlords across Scotland to improve both management practice and property conditions.

LAS follows on from the success of Edinburgh's own Edinburgh Landlord Accreditation (ELA) scheme, which was launched three years ago as a government funded pilot and now covers over 10,000 rental properties in Edinburgh.

The success of ELA and similar pilot programmes in Dumfries & Galloway, Dundee and South Ayrshire suggest that LAS will bring a valuable contribution to the private rented sector, with Sarah-Jane Laing of the SRPBA commenting: "We are very excited at the opportunity to extend voluntary accreditation beyond the pilot areas, and make it available to all private landlords in Scotland."

If you have property in more than one area of Scotland, you might want to join the national scheme to access the national benefits available.

The scheme will operate from offices in Leith. It is anticipated that the scheme will begin admitting members from 1 May 2008 through an online application system.

Edinburgh will be working with LAS to explore how members of ELA can get the best out of being accredited.

For more information contact Landlord Accreditation Scotland on 0131 553 2211.



INSIDE:

ESSENTIAL DATES PAGE 3

CASE NOTES: SUBLETTING PAGE 4

GAS FLAME SUPERVISION DEVICES PAGE 5

HOW IMPORTANT IS AN INVENTORY? PAGE 8

LETWISE TRAINING COURSES PAGE 9

welcome

Welcome to the spring edition of Inside Letting. 2008 is shaping up to be as busy as ever in the lettings market with events, research and new initiatives.

Scotland's rental market remains resilient in the face of the 'credit crunch'. The Scottish Household survey shows that 10% of Scots now rent from a private landlord compared with 8% last quarter.

Whatever your involvement in the private rented sector you might want to check out the Landlord and Buy-to-Let Show at the SECC in Glasgow on the 16 and 17 May. For more information and to book free tickets go to www.buytoletshow.com



Lindsay Souter
EDITOR

The Scottish Government is about to embark on a national survey of private landlords as part of its review of the private sector. This is a really good platform for Edinburgh landlords to shape private rented sector policy so if you are asked to participate we would encourage you to do so.

This edition brings you the latest details of the single seller survey, changes to LHA and the national accreditation scheme. We also take a look at the issues associated with subletting property in the case notes on page 4.

As always, if you have any questions about any of the issues raised in this publication, please phone 0131 529 7454 or e-mail: letwise@edinburgh.gov.uk

Changes to the LOCAL HOUSING ALLOWANCE

Due to the national roll out of Local Housing Allowance (LHA), from 7 April 2008 a number of changes have been made in Edinburgh.

Since 2004 Edinburgh's tenants have had their Housing Benefit claims calculated and administered under the LHA Scheme.

The Rent Service, who calculate the LHA rates, are now basing their figures on a wider range of rental rates. There is now only one Broad Rental Market Area (BRMA) for Edinburgh, rather than four as was previously the case.

The Rent Service now looks at rent levels from East and Midlothian, as well as Edinburgh. However, this will not adversely affect the Edinburgh figures due to the relatively small number of private sector cases within East and Midlothian.

LHA is not based on the rent a tenant pays – it is based on the size of a person's household. Previously, if a tenant's rent was less than their LHA entitlement they could keep the excess, regardless of the amount.

The new rules cap the excess that a tenant can keep to a maximum of £15 per week. With an existing claim, where the rent is less than the LHA, the tenant will get the full excess until 6 April 2009. Thereafter, the maximum excess will be capped at £15 per week.

All existing claims will operate under the old rules initially. If the new LHA rate is less than the figure tenants are currently getting, their entitlement will be protected.

If the new LHA rate is more than the rate the tenant currently gets, they will get the new rate straight away.



If tenants have a break in their claim, change their address or have a change in their household, their LHA will be subject to all the new rules.

For information about LHA and the new rules contact:

Revenues and Benefits
Chesser House
500 Gorgie Road
Edinburgh EH11 3YJ

Tel: 0131 469 5000. E-mail: revenuesbenefits@edinburgh.gov.uk



Inside Letting is published by The City of Edinburgh Council. Please contact:
Lindsay Souter
The City of Edinburgh Council
Chesser House, 500 Gorgie Road
Edinburgh EH11 3YJ
Tel: 0131 529 7454

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letwise

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“ Landlords have a clear responsibility to address concerns from neighbours. ”

AGREEABLE NEIGHBOURS?

Help is at hand for tenants, owner-occupiers and landlords in Edinburgh who have difficulties with their neighbours.

Edinburgh Community Mediation Service (ECMS), which has been in operation since 1995, currently deals with over 400 cases each year where neighbours have found themselves in disagreement over issues such as noise, stair cleaning, children's behaviour, pets and boundary fences.

Mediation is a way of resolving disputes that allows the participants to reach an agreement that they can all live with. Mediators do not take sides or make judgements about who is right or wrong, and everyone has a chance to have their say.

In Scotland, mediation has become an accepted way of resolving a wide range of disputes in many different settings.

Nearly all local authorities now provide mediation to address neighbour disputes. Around half of these services are managed by Sacro, a national organisation whose aim is to make communities safer and reduce conflict.

There are also mediation services in Edinburgh, Glasgow, and Aberdeen Sheriff's Courts to deal with small claims. The Private Rented Housing Panel now offers mediation to resolve repair and maintenance disputes between tenants and landlords.

A survey commissioned by the Scottish Executive in 2007 showed that just over half of those polled had heard of mediation and the majority of them could accurately describe what it is. Moreover, a high proportion of people (84%) who had used mediation to resolve a dispute stated that they would use the service again in the future.

All too often what starts as a minor disagreement ends up as a major row. Sorting things out at an early stage can avoid problems and additional work in the future for neighbours and landlords.

Landlords have a clear responsibility to address concerns from neighbours – using impartial mediators to help all parties reach an agreement together ensures the smooth running of the tenancy. By being involved in the process, landlords can also demonstrate to tenants and neighbours that they are responsive to their concerns.

ECMS has recently been working closely with letwise to advise landlords of what mediation can offer as a key tool in tenancy management.

As well as taking part in seminars and the Landlord Day event, ECMS have collaborated with Creative Training Unlimited to present the *Resolving Conflicts Positively* course.

The aim of this course is to familiarise landlords and letting agents with practical skills for handling conflicts positively and to raise awareness of the benefits of using mediation.

For information about the next available course, see the Landlord Training Programme (page 10).



For more information, contact:

Edinburgh Community Mediation Service, 21 Abercromby Place
Edinburgh EH3 6QE
E-mail: info@edincm.sacro.org.uk
Tel: 0131 557 2101

Private Rented Housing Panel:
www.prhpscotland.gov.uk/prhp/files/mediation-booklet.pdf

ESSENTIAL DATES for landlords and letting agents

1 JUNE 2008

All newly installed cookers in flats must have a Flame Supervision Device built in. (See page 5)

1 DECEMBER 2008

Home Report (single seller survey) (See page 5)

4 JANUARY 2009

Energy Performance Certificates required for all rental property. EU directive 2002/91/EU. (See page 5)



SHIRLEY EVANS
TC Young Solicitors

CASE NOTES:

SUBLETTING WHO'S IN YOUR PROPERTY?

It is an implied term of every Assured Tenancy or Short Assured Tenancy that the tenant will not wholly or partially assign the tenancy, or sublet the tenancy. However, a landlord and a tenant can agree in the terms of their tenancy agreement that assignment or subletting will be allowed with the written consent of the landlord.

Most Assured and Short Assured Tenancies will not allow assignment or subletting without the prior written consent of the landlord (the letwise model Short Assured Tenancy prohibits assignment and subletting in Clause 16).

So what do you do if you are a landlord who then discovers that your tenant has illegally assigned or sublet a tenancy to somebody without your knowledge or consent?

Firstly, you could insist that your own tenant ends the sublet with the illegal subtenant. The difficulty of course is that if your tenant refuses to do so, you are left in a position where you need to consider taking action against your own tenant for his breach of your tenancy agreement.

It is important that you as a landlord take action sooner rather than later. If you accept rent and do not place pressure on your tenant to end their sublet, it could arguably be deemed legal.

If you need to take steps to bring your tenancy to an end, you will have to serve the necessary notices depending on whether the tenancy is an Assured or a Short Assured tenancy. Advice on this can be obtained at

www.edinburgh.gov.uk/letwise

What you cannot do as a landlord is take your own action to evict the subtenant. The legal relationship with the subtenant remains with your tenant. Any action you take must be against your own tenant.

You should also not take steps to have the illegal subtenant "evicted" — for example, by changing the locks whilst they are out and preventing them from getting back into the property.

**“As a landlord,
you cannot take your
own action to evict
an illegal subtenant.”**

If you do so, you could be held liable and charged with a criminal offence of unlawful eviction or unlawful harassment. Do not remove the subtenant's belongings. If you do so without any authority from the subtenant, you could face a claim for compensation to cover any damage or theft of the belongings caused by your actions.

If you do discover illegal subtenants in your property, you should take appropriate legal advice. This will probably result in you taking the necessary steps to properly and legally terminate the original tenancy between yourself and your tenant. This action will then automatically bring to an end any illegal sublet and will, once you have obtained the order of the court, allow you to evict all tenants including illegal subtenants from your property.

In those rare situations where there is a lawful sublet, you might want to consider the terms of Section 28 of the Housing (Scotland) Act 1988. Section 28 states that where an Assured Tenancy (or a Short Assured Tenancy) is terminated by order of the court and there is a legal subtenant in occupation, then the subtenant automatically becomes your tenant on the same terms as the initial tenant.

In other words, if you have consented to the sublet and you then decide to bring the principal tenancy with your tenant to an end, the lawful subtenant will then become your lawful tenant on the same terms of conditions as he or she had with your own tenant. A word of caution therefore for any landlords that are thinking of lawfully subletting, always check the terms of the sub-tenancy agreement!

GAS FLAME SUPERVISION DEVICES

Following new regulations regarding gas in flats accommodation, there has been much confusion relating to the installation and selection of domestic cookers and the need for flame supervision on all burners. A flame supervision device (FSD) will cut off the gas supply if it detects that the flame is extinguished.

Originally, from the 1 January 2008 all new flueless gas appliances installed in multi-dwelling buildings needed to incorporate an FSD – including those that are owner occupied (semi-detached, terraced houses and houses with loft conversions are not included in the regulations). This change has now been delayed until 1 June 2008 as manufacturers are currently unable to provide new cookers and hobs with FSD's in sufficient numbers.

Appliances without FSD's can be fitted providing that any existing risk was not significantly increased by doing so.

For further guidance please refer to IGE/G/5 *Gas in flats and other multi-dwelling buildings*, available from www.igem.org.uk or contact the CORGI Technical Helpline on 0870 401 2400.

From 1 June 2008 all new installations of flueless gas appliances must comply with guidance given in IGE/G/5 and have FSD protection on all burners.

The FSD requirement is for new appliances only; it does not restrict the installation of previously used or second hand appliances.

For further information about what counts as a new, used or second hand appliance please call the Corgi Technical Helpline.

From 1 June 2008, where a CORGI engineer identifies a flueless gas appliance installed in a multi-dwelling building without suitable FSD protection on all burners, the appliance will be classified on the Landlord's Gas Safety Certificates as 'Not To Current Standards' in accordance with current Gas Industry Unsafe Situation Procedures.



THE HOME REPORT SINGLE SELLER SURVEY

In preparation for the start of the home information pack or single seller survey on 1 December 2008, the Scottish Government have launched their Home Report website at www.homereportscotland.gov.uk

The sellers pack (now branded the Home Report) will contain three documents providing home buyers with more information than they have ever had. These are:

A single survey prepared by a chartered surveyor containing detailed information on property condition, accessibility information and a valuation.

An energy report (Energy Performance Certificate) giving a home's energy efficiency rating and its environmental impact in terms of carbon dioxide emissions. It recommends ways to improve the building's energy efficiency and gives contact details for further advice and information about how to make a home more energy efficient and save fuel costs.

A property questionnaire to give prospective buyers useful information about the property, such as parking arrangements, factoring and property alterations.

Councillor Paul Edie, Housing Convener with the City of Edinburgh Council, says "The Home Report will help people buying a home make better-informed decisions on what, for many, will be the biggest financial investment they make in their lives.

"It will encourage house sellers to invest to minimise their properties' impact on the environment, improve energy efficiency and make their homes more accessible."

Landlords should take this opportunity to look at the Energy Report or Energy Performance Certificate (EPC).

From January 2009, all rental properties will need an EPC.

Unwanted tenants



Pest controllers in the UK have been dealing with a record number of calls from people with mice and bed bugs in their homes.

This means that your tenants may be next to play host to some unwanted guests. You need to make sure your tenants play their part in keeping your property pest free, and that you have fulfilled your role as a landlord in providing safe, clean and hygienic accommodation.

The house mouse

Controlling the house mouse is not easy, and it's becoming harder. You should ensure your property is proofed against mice as much as possible.

The most important aspect of this is to block all openings where mice can gain access to the property. Mice can squeeze through a gap of just 6mm (the diameter of a ball point pen), so all cracks and openings must be filled. The cupboard under the kitchen sink is likely to be the most exposed area of the house, due to openings around drains and pipes. Make sure you check walls and ceilings as well as the floor – mice are just as happy to enter your property from above!

Your tenant should be aware that it is their responsibility to uphold good hygiene, which will be less likely to tempt scavenging mice.

Simple steps include:

- do not leave any food out overnight
- clean all food and drink spills as they happen
- empty food and waste bins regularly
- put food in rodent proof containers
- do not dump rubbish around the property

In the event of an infestation of mice, call out a pest controller. All rodenticides are toxic not only to the target species, but to most other species as well. As a result, they must only be used by those who have been properly trained, and in accordance with the product instructions.

If tenants are not living hygienically, they are responsible for the infestation, and for any costs in eradicating the pests. If the mice have been disturbed because there has been building work nearby, the tenant would not be responsible.

Bed bugs

These nocturnal insects hide in cracks and crevices in furniture, beds, wallpaper, curtains and skirting boards during the day, only to seek out humans whilst they sleep and suck their blood.

Their bites can cause severe allergic reactions but they are not known to carry disease.

Infestations of bed bugs are often associated with poorer housing, but this is mainly because the insects may be transferred on second hand furniture and bedding. In reality, bed bugs are not fussy where they stay or who they bite, and can easily be brought into your five star accommodation in luggage or on clothing.

Infestation requires thorough residual treatment to the property; including furniture, bedding and structure of the building (perhaps including ducts, roof spaces and voids).

Tenants would have to vacate the property for up to eight hours and comply fully with the instructions given to them before treatment commences.

It is very difficult to decide who is responsible when bed bugs are discovered in a property. If a new tenant starts getting bitten after they move in, it is very difficult to prove that the insects were there at the time of entry.

Tenants should be advised to check thoroughly for insects, including beds, furniture, etc, before they accept the property. If an infestation is found, the landlord would be responsible for treatment.

It is advisable that your tenancy agreement states who is responsible for pest control matters once the tenant has moved in.

The City of Edinburgh Council Pest Control Section offers a free advice service, as well as chargeable services to work within private and commercial premises. Contact:

Pest Control Section
Mortonhall Crematorium
30b Howdenhall Road
Edinburgh EH16 6TX

Tel: 0131 666 2623. E-mail:
pest.control@edinburgh.gov.uk



HOME SECURITY

Think of thieves like economists – they want to get as large a return as possible with little, or preferably, no risk to themselves.

By taking some basic steps landlords and tenants can make it difficult for thieves to operate.

The shell of a building, the main fabric, is the first line of defence against the unwanted intruder. If entry points are weak, with little or no security, then the building is more vulnerable.

Doors

Whether the house is fitted with uPVC or wooden doors, the advice regarding security of the front and back doors is exactly the same.

If the door is uPVC it will be fitted with an integrated multi-locking system.

If a door is wooden it should be of solid core construction and have at least two key operated lockable door locks fitted, one of which should be at least British standard 3621 (like the standard five lever mortise), – to meet minimum insurance requirements. These locks should be fitted approximately one third of the way from the top and bottom of the door to give optimum resilience against attack.

It goes without saying that these locks only work if they are used correctly. A Yale lock is ineffective

in protecting your property from forced entry. If a mortise key is lost, a replacement should be cut as soon as possible.

Tenants should be actively dissuaded from having keys cut for their friends as it compromises security.

Entry doors

Entry door systems are an effective deterrent but only if they are properly used and maintained. Tenants should be encouraged to report any problems to their landlord. They should also be asked to check who is at the door before letting callers into the stair. If they are not visiting that particular flat they should not be let into the stair.

Windows

Ground floor windows are particularly vulnerable, especially those to the rear of property. Window locks should be fitted – these are fairly inexpensive for wood or metal windows and there are a variety of locks for uPVC windows.

Crime prevention survey

The police offer a free security survey of any property. Phone 0131 311 3131 and ask for the local crime prevention officer.

CONTENTS COVER is not a tenant priority

The UK's renters are gambling with their personal possessions by not purchasing contents insurance. Zurich Insurance estimates that 37% of private renters have no home contents insurance, despite the fact that a third of tenants estimate their possessions to be worth more than £10,000.

For some renters other financial commitments have priority – the pressures of paying bills, credit card repayments and even pension contributions are seen as more important than taking out cover for their home possessions, despite the fact that this attitude could be costly in the long run.

While a quarter of tenants believe that the likelihood of loss or damage is simply not high enough to make insurance worthwhile, 10% of tenants believe that their landlord's insurance policy covers their contents.

Steve Gilbert, home underwriting manager for Zurich Insurance said: "Home contents insurance is often seen by renters as non-essential, and can slip down their list of priorities. They need to be aware that not having insurance could cost them dearly in the long run – especially if faced with the daunting prospect of replacing all their possessions".

Landlords should point out to tenants that they must take out insurance if they expect their possessions to be covered. For £10,000 worth of cover, with accidental damage for the landlord's contents, a tenant should expect to pay around £130 a year.

HOW IMPORTANT IS AN INVENTORY?



A comprehensive inventory is an essential document that offers the best protection for both landlord and tenant and can prove its worth where crucial documentary evidence is required at a later stage.

Most landlord and tenant disputes arise around the condition of the property at the end of the tenancy and this inevitably affects the deposit return. To assist with the fair resolution of these disputes, the Scottish Government is currently looking at a tenancy deposit scheme which may bring Scotland in line with current practice in England.

A well-compiled Inventory/Schedule of Condition report should provide an accurate written record of the condition and contents of the property at the beginning of a tenancy and be checked again for any differences at the end of the tenancy.

Maureen Porter, Proprietor of Keyhole Property Services, and a member of the Association of Independent Inventory Clerks, details the essentials of a good inventory.

What is normally included?

- a description of the interior condition of the property, its decorative order and fixtures and fittings including walls, ceilings, doors, windows, carpets, light fittings, kitchen units, etc.
- full listing of all the contents, excluding those items which are deemed to be expendable, such as living plants and magazines.
- gardens and outbuildings
- readings for utilities
- list of keys handed over

What is not usually included?

- items that are visibly packed for storage
- cleaning products and consumables
- cellars, lofts and attics

It is not enough to draw up a list of contents. 99% of these types of inventory would not stand up in court as there is insufficient information on which to make a legal judgement.

A professionally compiled inventory for a three bedroom furnished house could be up to 25 pages long, whereas a landlord's own report is sometimes only a few pages.

An example of this is when being presented with a landlord's 'own' inventory at an end of tenancy check-out to discover that the en-suite sink is badly damaged but it is not listed in the inventory.

Without written evidence as to its original condition at the start of the tenancy the landlord may find themselves having to pay for the repairs as the tenant will argue that there is no proof that any damage was caused during the tenancy.

Check-out inspection

At the end of the tenancy, judgements have to be made.

- is it fair wear and tear?
- is it a maintenance issue for the landlord?
- is it damage or a cleaning issue which must be paid for by the tenant?

Common types of damage are burns or damage to kitchen worktops, burn marks on carpets, rooms redecorated inappropriately, stained mattresses, etc. Does your current inventory include and describe the condition of these items?

Disputes, especially if they move into the court system, can be costly in terms of time and money for both letting agents and landlords.

A professional inventory, independently drawn up to demonstrate impartiality at the start of the tenancy will help to resolve many of these contentious issues.

To find an Independent Inventory Clerk in your area contact:

The Association of Independent Inventory Clerks, 16 Commonfields, West End, Surrey, GU24 9HZ.



Tel/Fax: 01276 855388
Web: www.theaiic.co.uk

letwise



help and advice for Edinburgh's private tenants and landlords

letwise offer a programme of training and briefing events for private landlords in Edinburgh. 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: July-September 2008

TRAINING SESSIONS

Finance Matters

Thursday 3 July 2008, 5.45-9pm
Venue: European Room, City Chambers,
High Street, Edinburgh EH1 1YJ

This course will give an overview of the issues which should be considered when buying, renting and disposing of property in order to maximise the benefits of current tax legislation. It will also cover how to maintain effective financial and book-keeping records and the types of insurance cover which should be considered when renting property.

Course objectives

By the end of the course delegates will 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 covers landlords should consider when renting property.

Is it for you?

This course is aimed at both new and experienced landlords and letting agents or those considering how to maximise tax benefits from current legislation and those who would like more information on effective bookkeeping.

Resolving Conflicts Positively

Tuesday 22 July 2008, 5.45-9 pm
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 straight forward practical techniques for helping to ensure conflicts are handled productively.

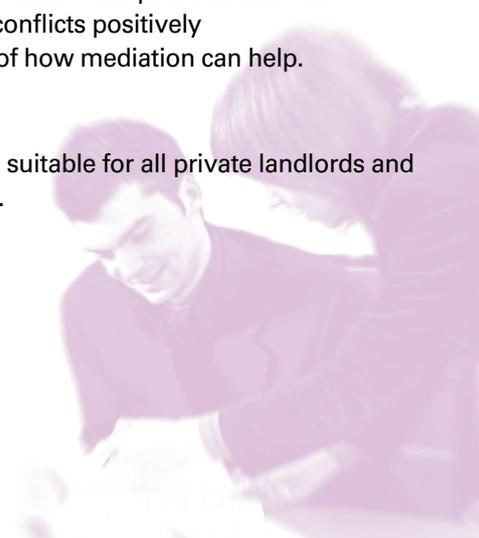
Course Objectives

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 conflicts positively
- be aware of how mediation can help.

Is it for you?

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



Marketing Your Property and Deposits

Thursday 24 July 2008, 5.45–9pm

Venue: European Room, City Chambers,
High Street, Edinburgh EH1 1YJ

This course is designed to inform landlords and letting agents on how to market and stage their property effectively in a highly competitive letting environment. The course will also cover best practice when dealing with tenants' deposits and will address the many varied problems relating to creating holding deposits and making deductions from security deposits. Other aspects covered will include dealing with guarantors and distance selling regulations.

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)
- 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 both for newcomers to the private renting business and experienced landlords and letting agents alike.

The Law of Repairs

Tuesday 2 September 2008, 1–3.30pm

Venue: Council Chamber, City Chambers,
High Street, Edinburgh EH1 1YJ

This course will look at the rights and duties landlords and tenants have in cases of disrepair and from where these rights and duties come.

Course Objectives

By the end of this session delegates will:

- be aware of statutory and common law repairing obligations
- understand the requirements of the Repairing Standard
- be aware of how the Private Rented Housing Panel operates
- have an understanding of gas safety, furniture and fire safety regulations, and electrical safety.

Is it for you?

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

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 and 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.



Tenancy Agreements

Tuesday 23 September 2008, 1–4 pm
Venue: European Room, City Chambers,
High Street, Edinburgh, EH1 1YJ

This course will identify the key elements for inclusion in tenancy agreements, and suggest good practice issues in establishing assured and short assured tenancies.

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 these
- 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.

Saving Money on Domestic Energy

Thursday 25 September 2008, 5.45–8.30 pm
Venue: European Room, City Chambers,
High Street, Edinburgh, EH1 1YJ

Energy Performance Certificates will have to be provided to prospective tenants or buyers from January 2009. EPC ratings may have an impact on rent levels and property values. Increased energy efficiency enhances the quality of housing, reduces fuel poverty, lowers the incidence of cold related illnesses, and promotes affordable warmth. This, in turn, can lead to more stable tenancies and lower maintenance costs for your properties. All householders, including private and social landlords, are now being encouraged to meet a range of energy efficiency targets in order to reduce the amount of energy being wasted in Edinburgh homes by 30%. Landlords can secure tax benefits under the Landlords Energy Saving Allowance as well as benefit from a range of energy efficiency grants by making their rental property more energy efficient.

It is important that as an owner and a private landlord you are aware of changes and developments in this area and know what advice, assistance and grants are available to you.

Is it for you?

This briefing session will be of benefit to any landlord or letting agent interested in making their rental property more energy efficient, cost effective and attractive in a competitive rental market.

Recovery of Possession

Tuesday 30 September 2008, 1–3.30 pm
Venue: European Room, City Chambers,
High Street, Edinburgh, EH1 1YJ

This course will enable delegates to understand the legal requirements and pitfalls in successfully recovering possession of their property under the assured and short assured tenancy regime.



Course objectives

By the end of the course delegates will:

- 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.

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 08289. 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 انٹرپرائزیشن اینڈ ٹرانسلیشن سروس کو 0131 242 8181
پر فون کریں اور ریفرنس نمبر 08289 کا حوالہ دیں۔

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致電愛丁堡市議會傳譯及翻譯服務
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TEL: 0131 270 4774
E-MAIL: info@scottishlandlords.com
www.scottishlandlords.com



TEL: 0131 529 7454
E-MAIL: letwise@edinburgh.gov.uk
www.edinburgh.gov.uk/letwise



TEL: 0131 529 7278
E-MAIL: ela@edinburgh.gov.uk
www.edinburgh.gov.uk/ela

