

# inside letting

EDINBURGH'S LINK WITH LANDLORDS

ISSUE 16 SUMMER 2008

## LANDLORD REGISTRATION MILESTONE REACHED

### The City of Edinburgh Council's landlord registration service has hit a significant milestone.

75% of landlords who applied to be registered are now approved, meeting the Government's national target.

In a news release Communities Minister Stewart Maxwell said: "I am extremely pleased to see that the approval rates of applications to the Landlord Registration Scheme now stand at 75%.

"I know that local authorities have put considerable effort into improving the delivery of the scheme over the past year and we can see that this is now paying off."

Edinburgh has the largest private rental market in Scotland. With over 24,000 applicants, the capital has far more landlords than any of the other Scottish Councils.

By processing the bulk of these applications, the public register is becoming a worthwhile way of finding out the contact details for any privately let property in the city.

This will assist tenants in identifying whether the landlord is meeting legal requirements, but will also help you as a property owner. For example, you may wish to organise communal repairs or contact another landlord regarding a water leak into your property.



Jim Davidson, Housing Property Services Senior Manager, is encouraged with the progress that's been made so far – "the efforts of our team, and the support of the Scottish Government, have resulted in us achieving the national target of 75%. We will now build on this to ensure that all private landlords in Edinburgh are registered, raising standards across the sector."

So what's next? Turn to page 6 for more on the Registration story.

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

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# welcome

Welcome to the summer edition of Inside Letting. Edinburgh's holiday let season is getting longer – with the Edinburgh International Film Festival starting early, and the Jazz and Blues Festival kicking off on the 25th July, there has been continuous demand since mid June straight through to the end of the Festival and Fringe in August. It's no wonder that landlords jump into this lucrative market.

But what about the rest of the year? As you can see in our market report (page 3), the quieter sales market can lead to a rental market boost, with stiff competition for rental stock being reported by both landlords and tenants.



Lindsay Souter  
EDITOR

Also in this issue you can find out about the progress of landlord registration (page 6) and make sure you understand how the new private rented housing panel operates (page 4).

**Inside Letting needs you!** We are currently recruiting board members for Inside Letting. If you have something to say about the Edinburgh lettings market and would like to help shape what goes in the magazine, why not join us? You would be required to attend no more than four meetings a year at which you will help to review proposed articles.

If you are interested or would like to know more about this opportunity, please contact Lindsay Souter on 0131 529 2178 or by e-mail on [insideletting@edinburgh.gov.uk](mailto:insideletting@edinburgh.gov.uk)

**STOP PRESS:** Edinburgh Landlord Day – Tuesday 28 October 2008



## Edinburgh's tenancy deposits under the microscope

Letwise have teamed up with Trading Standards to ensure Edinburgh's Tenancy deposits are being handled fairly.

The City of Edinburgh Council receives just over 700 enquiries per year concerning tenancy deposits. A significant proportion of the letwise caseload concerns the various aspects of this largely unregulated area of private renting.

Letwise has always given advice to both landlords and tenants on how to hold the deposit, when it should be handed back, how to safeguard a deposit and what to do when there is a dispute. However, the most common enquiry is from tenants who feel that their deposit has been withheld unreasonably.

The Housing (Scotland) Act 2006 makes provision for a Tenancy Deposit scheme. However, research is still ongoing by the Scottish Government into whether this would be beneficial in Scotland. Inside Letting will keep you posted on any findings or decisions.

Trading Standards have the responsibility to enforce consumer law against traders who withhold deposits without lawful justification. This may be looked upon by the courts as an unfair commercial practice. To protect consumers in the private rental market, Trading Standards, in partnership with letwise, has prepared a deposit pack for landlords and agents.

The pack is to be trialled by selected ELA agents. Trading Standards officers will visit

Edinburgh letting agents explaining the pack and the legislation contained in it.

As part of the project, Trading Standards are also keen to look at unfair terms and conditions within leases. The Office of Fair Trading has issued guidance on unfair terms. Although the document is aimed at the Shorthold tenancies of England and Wales, these guidelines also apply to Scotland:

[www.offt.gov.uk/shared\\_offt/reports/unfair\\_contract\\_terms/oft356.pdf](http://www.offt.gov.uk/shared_offt/reports/unfair_contract_terms/oft356.pdf)

If you want to make sure that you are handling deposits correctly, why not book a place on the next **Marketing Your Property and Deposits** course. See the training programme at the back of the magazine for details.



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letwise

EDINBURGH  
THE CITY OF EDINBURGH COUNCIL



# Market Report



**EMMA FURSMAN**  
Managing Director  
Dunpark Ltd



As the diagnosis for Edinburgh's housing market continues to look increasingly sluggish, following the wider UK trend of more properties for sale and less actually selling, landlords should be assured that the flipside of reduced house sales is that Edinburgh's rental market remains buoyant with strong tenant demand.

Landlords should be encouraged to remain immune to a case of cross market jitters, despite worrying reports fuelling consumer anxiety and the poor prognosis of the housing market, as the letting market is in good health.

Across the board in Edinburgh, from one bedroom flats in Gorgie to five bedroom Georgian terraces in the New Town, rental properties are benefiting from increased consumer demand, translating into some of the highest occupancy rates experienced in years.

Here at Dunpark we are experiencing record tenancy rates of 99.5%, with the average tenancy occupancy 354 days per year and properties renting like hotcakes - 70% of Dunpark's properties have let within three viewings.

Rents in all properties have experienced strong growth of up to 15% in the first six months of this year as the letting market remains upbeat, due to uncertainty in the buying market and first time buyers unable to climb that first rung of the property ladder.

A by-product of the increased tenant demand is that letting is currently benefiting from a loss of some of that 'just renting' stigma.

With consumers stung by increasing price hikes in the cost of essentials, such as heating, food and fuel, renting a property is beginning to look like an attractive option for many.

Offering greater flexibility and less financial commitment than buying, many consumers are taking the long-term view that renting

is no longer the poor cousin and are demonstrating this in the marketplace.

With the credit crunch expected to continue squeezing consumers, landlords should be aware of the possibility of an increase in rental arrears and implement a robust rental management system to flag up this problem and deal with it promptly and efficiently.

Dunpark's stringent system has enabled us to keep arrears to an absolute minimum - currently 0.025% of total rental income, but tight controls must be maintained.

Landlords planning to build their investment portfolio will find profitable long term prospects if they follow the golden rule of letting: when buying an investment property, buy something that somebody wants to rent.

And for those landlords beginning to feel the pinch - seek advice sooner rather than later.

[www.dunpark.co.uk](http://www.dunpark.co.uk)

**0131 557 4466**

## Debt Advice Team

If you are experiencing money difficulties, it may be possible to get assistance from the Council's Debt Advice Team.

You can contact members of the team by phone on 0131 225 1255, or by dropping in to see the Duty Adviser on Monday, Wednesday, Thursday or Fridays 9.30am-1 pm, or Tuesdays 10am-1 pm.



**The Advice Shop, 85-87 South Bridge, Edinburgh EH1 1HN**



**JIM BAULD**  
Solicitor and panel member

## CASE NOTES:



# What to expect at the private rented housing panel

Disputes relating to repairs have been a constant feature of the relationship between landlords and tenants for hundreds of years. Such disputes are often time consuming, expensive and detrimental to a happy relation between the parties. Since September 2007, such disputes in the private rented sector in Scotland can now be determined by the Private Rented Housing Panel.

This Panel was created from the existing Rent Assessment Panel in terms of the Housing (Scotland) Act 2006. Landlords who have attended the Letwise Law of Repairs course will be aware of the relevant legal provisions contained in the Act which create the new Repairing Standard in private sector tenancies.

If a tenant believes that a landlord is not maintaining a property at this standard then the tenant now has the option of making an application to the new panel to seek a resolution of the dispute.

The Private Rented Housing Panel is an independent body (although funded by the Scottish Government) based in Glasgow and presided over by Isabel Montgomery. The term Private Rented Housing Panel refers to the organisation itself - applications are decided by means of committees set up from a pool of members who are available for appointments. A Private Rented Housing Committee will usually consist of a lawyer acting as a chairperson, together with a chartered surveyor and a lay member.

The aim behind the Panel is to make the process of resolving repairs disputes quicker and easier than going to court. The Panel offers two options to resolve the dispute; either by use of the committee mentioned above or by in-house mediation service.

If the matter proceeds to one of the committees, members will usually come to the property in question to look at the repair issues which have been raised and will hold a hearing to allow each party to explain their position. Travelling expenses incurred in attending such a hearing can be reclaimed from the panel (subject to certain limits). The website provides substantial guidance on the work of the committees. At the hearing the chairperson of the committee will conduct the hearing and will allow parties to present their case in a fair and reasonable fashion.

**“ ... the best advice to landlords is to ensure that all properties meet the Repairing Standard ”**

The committee hearings are not as formal as court hearings and legal representation is not generally expected or required. After the hearing the committee will issue a decision in writing. The committee has a variety of powers including the issue of a “Repairing Standard Enforcement Order” (RSEO).

If parties prefer to avoid the committee route they can agree to mediation. Mediation is designed to be practical and confidential. The mediators employed by the PRHP are trained and impartial and have excellent skills in helping parties resolve even the most complex disputes. Again, substantial information on the mediation facilities provided by the Panel is available on their website.

Since September 2007 the Panel have begun to deal with an increasing number of cases and it is expected that a bank of decisions should soon be available on the Panel's website indicating how these matters have been resolved. Clearly, once these decisions are available it will become much easier to advise a party on the likely outcome of these committee hearings.

Until that occurs, the best advice to landlords is to ensure that all properties meet the Repairing Standard to ensure that no tenant has any opportunity to lodge a complaint to the Panel. The Repairing Standard itself is clearly set out in the Act and is also clearly explained in the Letwise training. If, as a landlord or a tenant, you are unsure of the requirements set out in the Repairing Standard, further information is available from Letwise staff or by attending the Law of Repairs course.

For course dates check the back of this edition of Inside Letting.

Substantial information on the PRHP is available at its website at [www.prhpscotland.gov.uk](http://www.prhpscotland.gov.uk)

## LETS GO CORPORATE

In Edinburgh there is substantial demand from businesses looking to rent property to use as temporary accommodation for workers who are relocating or will only be in town during the week.

If you want to let your property to someone who will then rent it out to someone else – make sure you are using the correct type of contract.

One of the principles of the assured or short assured tenancy is that the tenant takes the property and lives in it as their main and principal home. A company could not fulfil this criterion.

Letwise have seen several cases where landlords have used residential leases and have run into problems down the line.

If the company that you are dealing with has not drawn up a commercial leasing contract you should get a solicitor to do this for you. Remember, unlike residential leases, you can pass this cost on to the other party.

Make sure the agent you are dealing with is registered with Landlord Registration, as they will be dealing with the day to day running of the property, and therefore they must be registered.

You may also want to factor the council tax payments into the rent. Large companies can be bureaucratic and may not pay the council tax on time. You don't want a bill for the whole year's tax because a few payments have been missed.

If you need to end the commercial lease because it has been breached or it has ended, you will have to follow the correct legal procedures to terminate a commercial agreement. Court action to remove the actual tenants would be a normal summary cause action.

**For more info contact  
letwise on 0131 529 7454  
or your solicitor**



## STAIR CLEANING MADE EASY

One of the obligations of tenement living is taking a turn cleaning the stair. Most landlords include this obligation in their tenancy agreement, but have trouble enforcing the clause. Stair cleaning can be a source of conflict between neighbours.

### ESCS

Now anyone responsible for stair cleaning in a tenement can join the Council's Edinburgh Stair Cleaning Service (ESCS) and enjoy a value for money, hassle free service.

Tenants don't need to organise a cleaning rota or clean the stair themselves.

Landlords can engage ESCS and add the cost to the rental payment. Landlords don't even have to organise payment from neighbours – ESCS take care of everything.

Tenants and neighbours will enjoy living in a clean, cared for tenement, and by maintaining the stair the property will be a far more attractive rental proposition to potential tenants.

### ESCS CAN GUARANTEE:

- a regular, reliable and established service
- a service that's being used by over 11,000 Edinburgh residents
- a service that saves time and effort
- a value for money service
- simple ways to pay
- a flexible service
- a service with clear cleaning standards
- a service that's monitored daily

If you'd like to join the service you need the majority of owners in the stair to agree. The easiest way to do this is to arrange a stair meeting.

Any contractors used by ESCS to clean the stair have been through a strict tendering process and were selected on the basis of value for money, reliability and quality of work.

There's a set charge which is paid yearly in advance at the start of the service. After this, ESCS send an annual invoice to each property in your tenement.

### FIND OUT MORE

Tel: 0131 529 7827

E-mail: [staircleaning@edinburgh.gov.uk](mailto:staircleaning@edinburgh.gov.uk)

Online: [www.edinburgh.gov.uk/staircleaning](http://www.edinburgh.gov.uk/staircleaning)

Write to: Edinburgh Stair Cleaning Service,

C:2 Waverley Court, 4 East Market Street,  
Edinburgh EH8 8BG

# The Landlord Registration

**Since the introduction of Landlord Registration in 2006, efforts have concentrated mainly on approving the applications that flooded in at the start.**

We are able now to supplement our enforcement activities and have increased staff focusing on this area. Increasingly, staff will be getting out from behind their desks and taking to the streets.

Avril and Jenni are two Registration Officers dedicated to seeking out private landlords who have yet to apply for registration. They will also be responding to any complaints received about suspected non-registered privately let properties and making contact with landlords to ensure compliance with the law.

Avril and Jenni will work with the complainant, private landlord and tenant to determine whether any breaches of tenancy law put the landlord's registration at risk.

Both are keen to draw on their previous experiences. Jenni explains "My experience in Housing Benefits investigation will be very valuable in my new role in Landlord Registration" Avril adds "I am moving from HMO Licensing and look forward to developing my skills in this challenging work."



## LANDLORDS AND AGENTS

Remember to change your details when:

- you sell a property
- you buy a property
- you change agents
- you change your email address
- you change your name
- you change your address
- you no longer let property
- you have previously only let HMO property and you now have a non-HMO property

Also, should you or your tenant be affected by any non registered private rented accommodation, please contact [landlordregistration@edinburgh.gov.uk](mailto:landlordregistration@edinburgh.gov.uk) who will investigate.

## PLANNED IMPROVEMENTS TO LANDLORD REGISTRATION

Lessons have been learned since landlord registration was introduced two years ago. Improvements are being made by changes to procedures and computer upgrades. However, some changes can only be made through changes to the legislation. These changes will affect the fee and discount structure, advice and assistance regulations and exemptions.

The Scottish Government has embarked on a consultation exercise with local authorities, stakeholders and now the wider public. A consultation paper is being created and will be issued to landlords by e-mail. If you receive this please take this opportunity to help us to improve the service we provide.

If you wish to know more about this please visit the Scottish Government's website. The consultation pages can be found at [www.scotland.gov.uk/consultations](http://www.scotland.gov.uk/consultations) where you will be able to input your opinions on the Landlord Registration scheme.

# team gets mobile!



## REGISTRATION – FAST FACTS

Part 8 of the Antisocial Behaviour, etc (Scotland) Act 2004 means most private landlords must apply for registration with their local authority

Registration costs £55 per landlord plus £11 per property

10% discount for online application

Registration valid for three years

17% of households are privately rented in Scotland

24,000 applications received by June covering around 30,000 properties

18,000 applications have been approved

Over 113,000 landlords have applied to register across Scotland.

## KEEPING YOUR RECORDS UP TO DATE

The need for landlords to register is still a fairly new requirement in housing. Once applied and registered it is three years before the landlord needs to re-register. It is therefore understandable that many landlords forget all about their registration after they have been approved.

However, it is a legal requirement for all landlords to keep their records up to date on the register.

This can be easily done by going online to [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk) and checking what has been recorded and making any changes required.

In particular, it is essential that contact details are kept up to date in order that Landlord Registration can issue material to the landlord at their correct address when required.

If you have forgotten your user name and password to use the web site please get in touch.

If you do not want to use the internet site then simply e-mail us at [landlordregistration@edinburgh.gov.uk](mailto:landlordregistration@edinburgh.gov.uk) or phone us on 0131 469 5293 and our staff will be pleased to help you with the amendment.

Please also be aware that if you supplied us with an e-mail address then we may use that e-mail address to contact you when renewal is due.

It is therefore important that if you supplied an e-mail address it should be one that only you have access to. If, for example you have borrowed someone else's, then it would be advisable to set up your own and change the details on the register.



Back row: Bruce Binnie, Grant Smith  
Middle row: Trevor MacDonald, Pippa Swan,  
Frank Sandison, Nick Brigg  
Front row: Avril Tsui, Jenni Hunter,  
James Wilson

# Sale and rent back – is it fair?



The Office of Fair Trading (OFT) has launched a market study into the sale and rent back sector.

Sale and rent back (also known as 'sale and lease back') arrangements involve individual homeowners selling their property at a discount, in return for the option to remain in the house as a tenant. These arrangements may be taken up by consumers in financial difficulty facing possible repossession of their homes.

Sale and rent back is a relatively new sector which appears to be growing quickly. If the number of consumers potentially facing repossession increases, it is possible that the take-up of sale and rent back arrangements will also increase.

Investors have found sale and lease back an attractive proposition as the property comes with a sitting tenant, therefore providing immediate rental income.

These properties are usually sold below market value, which adds to the appeal. However, some tenants have ultimately lost their homes completely when short assured tenancies have been ended or the company who bought their home has gone bust.

The OFT intends to take a detailed look at the sale and rent back product and, bearing in mind the circumstances in which these products are sold, consider whether existing consumer protection legislation is sufficient. They aim to complete this study by September 2008.

John Fingleton, OFT Chief Executive, said: "Sale and rent back schemes might be helpful for some consumers but there are potential concerns, including whether consumers in difficult circumstances are making well informed choices.

"We are therefore prioritising this work to take a good look at whether consumers are adequately informed and protected."

Adam Sampson, Chief Executive of charity Shelter, agrees: "This study is urgently needed, and comes on the back of vulnerable people losing their homes to some dishonest sale and leaseback companies."

The OFT will be contacting trade bodies, providers of sale and rent back arrangements, consumer groups, and other organizations associated with the industry.

Other interested parties can submit written views to:

Sale and rent back study  
Office of Fair Trading  
Fleetbank House  
2-6 Salisbury Square  
London EC4Y 8JX

E-mail: [saleandrentback@oft.gsi.gov.uk](mailto:saleandrentback@oft.gsi.gov.uk)

## CORGI replaced by Capita

The Health and Safety Executive (HSE) announced that it has chosen Capita as its preferred bidder to run the new registration scheme for UK gas installers from 1 April 2009.

The new scheme is set to deliver a suite of changes to improve consumer gas safety whilst also simplifying the regime, and securing best value for money for installers.

The HSE stated that the main differences between the bids from Capita and CORGI lay in their approaches to introducing innovation, promoting gas safety and a new brand, delivering efficiencies and ensuring continuous improvement.

Geoffrey Podger, Chief Executive of HSE, said: "I would like to thank CORGI for their contribution over the years; and look forward to Capita bringing a fresh approach to gas safety and improved value for money."

CORGI will be working with Capita to ensure a smooth transition period. They stressed the decision would have no disruptive impact on the day-to-day running of CORGI-registered businesses.

The Association of Plumbing and Heating Contractors warned that new entrants to the industry should still approach CORGI.

Chief Executive Clive Dickin said: "We would also discourage anyone who sees this as an opportunity to leave CORGI. This change must not be an excuse for any engineer to operate illegally."

The HSE will now go into detailed discussion with Capita with a view to finalising contracts by September 2008. The new scheme will start in April 2009.

In the meantime landlords and agents should continue to make sure that they are using CORGI registered engineers. Inside Letting will keep you up to date throughout the transition period.



## 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: October 08 – December 2008

#### TRAINING SESSIONS

##### **Keeping the Peace**

Thursday 16 October 2008, 1 – 4pm  
Venue: Midlothian Suite, Lothian Chambers,  
George IV Bridge, Edinburgh EH1 1RN

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
- understand the different types of mortgages available and their advantages
- 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.

##### **Marketing Your Property and Deposits**

Thursday 23 October 2008, 1 – 4.30pm  
Venue: European Room, City Chambers,  
High Street, Edinburgh EH1 1YYJ

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.

## Fire, Electrical and Plumbing Regulations

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Thursday 30 October 2008, 5.45 – 8.30pm

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

This course will inform landlords and letting agents on the new property standards in relation to fire, electrics and plumbing.

### Course objectives

By the end of the course delegates will:

- be aware of the importance of good fire safety in rented property and why it is taken so seriously
- be aware of new building regulations
- be aware of water byelaws operated by Scottish Water.

### Is it for you?

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

## Finance Matters

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Thursday 6 November 2008, 1 – 4.30pm

Venue: Main Council Chamber, City Chambers,  
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.

## Gas Safety Awareness

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Tuesday 11 November 2008, 1 – 5pm

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

This course informs participants of their legal duties and responsibilities as a landlord / agent relating to any property which has a gas supply. You will be surprised how much you realise you didn't know. This course is certificated by Corgi Services Ltd

### Course objectives

By the end of this course delegate will:

- be aware of the role of Corgi, and the advice and assistance available
- be aware of the requirements on Corgi registered fitters
- be aware of the legal requirements and responsibilities on landlords and agents
- be able to understand landlord gas safety certificates
- be aware of what can go wrong – and the consequences.

### Is it for you?

This course 'should be made a requirement' for anyone who lets property which has a gas supply whether as a landlord or as an agent.

**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](mailto: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](mailto:rachel.fleming@edinburgh.gov.uk)**



## Tenancy Agreements

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Thursday 13 November 2008, 5.45 – 8.30pm  
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.

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

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Thursday 27 November 2008, 5.45 – 8pm  
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.

## The Law of Repairs

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Thursday 4 December 2008, 5.45 – 8pm  
Venue: Main 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 the course 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 intended for both new and experienced landlords and letting agents. This course is designed for both new and experienced landlords and letting agents.

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 08582. 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 08582 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 08582，  
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 08582 উল্লেখ করুন।

إذا كنت ترغب في معلومات عن ترجمة هذا  
المستند الى لغة جاليتك نرجو الاتصال هاتفيا  
بمكتب الترجمة على الرقم 0131 242 8181  
وذكر الرقم . 08582



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