

# inside letting

EDINBURGH'S LINK WITH LANDLORDS

ISSUE 20 SUMMER 2009

## LETFIRST

### NEW SERVICE FOR EDINBURGH'S HOMESEEKERS



**An innovative new City of Edinburgh Council initiative which aims to prevent homelessness is providing great opportunities for private landlords in the city.**

Orchard & Shipman LetFirst is a pioneering new lettings agency offering landlords six months' guaranteed rent, no upfront fees, minimal voids and a comprehensive professional management service.

Many tenants have difficulty accessing the private rented market because they don't have a full deposit or because they are in receipt of housing benefit. These barriers are forcing many people to unnecessarily present to the council as homeless, and they also mean a large group of potential tenants is overlooked.

The LetFirst scheme makes access to private rented property more affordable by removing the need for a tenant to provide a deposit, and by accepting tenants who are in receipt of housing benefit.

By letting property through the scheme, landlords can tap into an area of high tenant demand and get their property let quickly and easily. The six month guaranteed rental combined with a comprehensive management service helps cushion any perceived risk when letting to tenants claiming benefits.

A unique set of advice and letting services also ensures landlords can feel confident that tenants will be able to sustain a private tenancy.

All potential tenants meet with LetFirst staff for a personal housing consultation to ensure the tenancy will be both affordable and suitable given their current circumstances. Tenants are helped with the administration of any benefit claims, and are encouraged to save for a future rent deposit.

Once tenancies are in place, they are managed by a named tenancy manager who will visit the property every two months, and will engage with dedicated income, repairs and benefits specialists when necessary, giving a landlord peace of mind that their property is well managed.



LetFirst is testimony to the partnership approach the City of Edinburgh Council has taken to bring about meaningful changes to the provision of homes throughout the city. This pioneering scheme will offer the assurance of quality accommodation and increase the accessibility of homes throughout Edinburgh, whilst offering landlords tenancies in a difficult market.

JOHN TAYLOR  
CEO of Orchard & Shipman



Orchard & Shipman has committed to assisting 300 households each year gain access to the private rented sector. However, housing solutions do not need to be exclusive to properties managed by themselves and Orchard & Shipman may be looking to work with other housing providers across the city.

To find out more about the scheme, call Nicola McQueenie at Orchard & Shipman on 0131 553 0088 or drop in to the LetFirst office at 230 Morrison Street, Edinburgh EH3 8EA.

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# welcome

Welcome to our 20th issue of Inside Letting – quite a milestone. Since our first edition in the summer of 2004, we have seen huge changes in the private rented market. Looking back, we've had the introduction of Local Housing Allowance, the Housing (Scotland) Act 2006, the introduction of Landlord Registration and accreditation, as well as three Edinburgh Landlord Day events to name but a few. Inside Letting and the Letwise team have been with you every step of the way.

In this issue, to illustrate the changing times we live in, we revisit some local statistics we first brought you back in January 2007 in our 10th



Lindsay Souter  
EDITOR

issue of Inside Letting, which make for interesting reading. We also bring you information on our latest ELA tenant survey results (page 6). Well done to ELA members, as figures reveal that tenant satisfaction is up. This is a trend echoed in the Scottish Government's Review of the Private Rented sector which we report on in page 3.

I hope you have a great summer and if you are considering holiday letting, remember our holiday let agreement is still available, free of charge. Just contact us here at Letwise if you need a copy.

[insideletting@edinburgh.gov.uk](mailto:insideletting@edinburgh.gov.uk)

## Edinburgh by the numbers – how we've changed

### To mark our 20th issue of Inside Letting

we look back at some statistics we first published back in issue 10 in January 2008



▲	<b>Students studying in Edinburgh</b> Then 50,000, now 55,000
▲	<b>Edinburgh's population</b> Then 435,000, now 463,510
▼	<b>Edinburgh's workforce living outside the city</b> Then 33.33%, now 28%
▼	<b>The average time for processing a new housing benefit claim</b> Then 29 days, now 28 days
▼	<b>Edinburgh's average house price</b> Then £229,475, now £201,497
▲	<b>The average age of a buy to let landlord</b> Then 36-45, now 46-55
▼	<b>The average rent for a 1 bed flat in Edinburgh</b> Then £519, now £450

### MORE INTERESTING STATISTICS

**7 YEARS**

the average time a landlord has been operating

**20%**

tenants finding their property through 'word of mouth'

**62%**

tenants thinking accreditation is very or fairly important

For more housing statistics visit [www.edinburgh.gov.uk/internet/housing](http://www.edinburgh.gov.uk/internet/housing) and go to statistics.

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Chesser House, 500 Gorgie Road  
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# Private landlords have key role

## The results of the Scottish Government's 'Review of the Private Rented Sector' were announced at the National Landlord Day conference on 24 March 2009.

Well done to everybody who contributed to this review, which was the most extensive study of the sector ever undertaken in Scotland. The review included research and analysis commissioned externally, as well as a range of analytical work carried out within the Scottish Government.

The review has highlighted the potential for Scotland's private landlords to play a major role in meeting the country's housing supply needs.

During his speech at the conference, Housing Minister Alex Neil said: "This review is timely as the current economic downturn shows demand for private housing increasing at a significant rate.

"It is imperative we develop a modern and effective private rented sector, capable of delivering the supply and standard of housing that the people of Scotland expect.



Alex Neil  
MSP

"The findings are encouraging, but we recognise there is still work to be done. Private landlords have the potential to play a greater role in providing accommodation for homeless households in particular.

"The Scottish Government is also pressing UK Ministers to change tax laws to attract institutional investment to private renting, which would encourage much-needed investment in Scotland's housing system."

You can view the reports at [www.edinburgh.gov.uk/letwise](http://www.edinburgh.gov.uk/letwise) in the Useful Links section.

### Key findings

Key findings of the review were:

- a marked increase in demand for private lets from students, young professionals and migrant workers
- high levels of satisfaction amongst private tenants, both with their landlord and their property
- issues about repairs and tenancy deposits
- a generally positive view amongst landlords about their own experiences but concerns about the length and cost of legal action to seek repossession, and about the administration of housing benefit.

### Aims

The report lays out the key Scottish Government aims following this study. They are:

- to carry out a general stock take of the private rented sector (PRS) in Scotland, in order to provide detailed information to aid the Scottish Government's understanding of the effectiveness of the current legislative and policy regime
- to look at the role of the sector in housing low-income families and individuals on benefits, including those presenting as homeless
- to look at the best way local authorities can engage with the private rented sector, explore options for increasing engagement and examine ways that advice and support is provided locally to raise standards in the sector.



"It is imperative we develop a modern and effective private rented sector ..."

## BUDGET – IN BRIEF

### LOCAL HOUSING ALLOWANCE

The government propose to reform Local Housing Allowance (LHA).

From April 2010, households may no longer be able to keep any surplus if the LHA they receive is higher than their rent. This will replace the current rules, which were introduced in April 2008, which allowed households to keep any surplus LHA up to a maximum of £15 per week.

For those already receiving LHA, the reduction will apply on the next anniversary of their claim. The measure would only affect surpluses and will not result in rent shortfalls.

### STAMP DUTY

The stamp duty holiday for all homes costing under £175,000 has been extended until the end of 2009.



**JIM BAULD**  
of TC Young Solicitors

## CASE NOTES:

# The 'Right to Adapt' and reasonable adjustments

**The Housing (Scotland) 2006 Act introduced a new right for tenants of private landlords. Section 52 of that Act (which has been in force since December 2006) gives a tenant the right to carry out adaptations to a house.**

The works must be considered necessary for the purpose of making the house suitable for the accommodation, welfare or employment of any disabled person who occupies or intends to occupy the house as his or her sole or main residence.

Additionally, if the tenant is eligible for government schemes to install central heating or energy efficiency measures, those works can also be carried out using this right. Many adaptations are carried out by local authorities and are grant funded.

Tenants are required to bear the cost of adaptations and must obtain the landlord's consent prior to carrying out the work. Any application for consent to carry out work must be made, in writing, to the landlord and specify the work which the tenant proposes to carry out. The landlord, on receiving such an application, must decide whether to consent to the application or refuse it.

The landlord is entitled to grant consent subject to reasonable conditions. Reasonable conditions could be that the property is reinstated or the adaptation is removed when the tenant leaves the property. The landlord must answer a request within one month of receiving it. Failure to respond will be treated as a refusal by the landlord of the tenant's request. The notice must also, if imposing conditions, set out those conditions and the reasons for imposing them, or if refusing consent, set out the reasons for refusal and in either case explain the procedure for appealing the decision to impose conditions or the refusal. Landlords cannot exclude this right by inserting a condition into the tenancy agreement.

In the case that there is a need for consent or approval from any other person other than the landlord, for example, listed building consent or consent from neighbours, this is not a reasonable ground on which the landlord may impose a condition or refuse consent. Landlords, if requested, must take reasonable steps to seek the appropriate consents but they may recover expenses incurred in doing so from the tenant.

## Reasonable adjustments

This right to adapt would appear to be in addition to other duties which were introduced as part of the Disability Discrimination Act 1995. That Act was amended in 2005 and landlords now have a duty to make 'reasonable' adjustments to rented premises where it is otherwise 'impossible or unreasonably difficult' for a disabled person to enjoy the premises.

This duty may require landlords to:

- change practices, policies or procedures
- provide auxiliary aids and services.

Reasonable adjustments may include:

- providing tenancy agreements in different formats such as large print, audio tape and Braille
- waiving a 'no pets' policy for a disabled person with an assistance dog
- spending extra time with a tenant with a learning disability going through a tenancy agreement and other rules
- providing a temporary ramp for a wheelchair user to get into the entrance of their flat
- changing the taps on a sink for someone with arthritis.

Under this legislation landlords and letting agents are only required to respond to requests for adjustments. They do not have to ensure all of their properties or services are suitable for any disabled person before advertising a property for let. The reasonable adjustment duty does not apply to prospective or current lettings where the landlord lets their only or principal home and does not use an agent to arrange the letting or manage the tenancy.

In the case of reasonable adjustments, the landlord or letting agent will have to cover the costs. They do not have to ensure all of their properties or services are suitable for any disabled person before advertising a property for let.

All of these duties and rights can be complex for both landlords and tenants. In many cases it may be sensible for landlords to take expert advice when dealing with such requests to ensure that the relevant law is not breached.

# Finding the right tradesman

When you want to maintain your property or undertake repairs, getting the right person for the job isn't always easy. How can you be sure that the work will be carried out to the highest standard?

When looking for a tradesman, begin your search with the trade association for that industry. Membership of an association is only open to reputable traders who offer reliability, quality and value for money.

Some trade associations are taking this consumer protection further.

Developed by Scottish Building, SNIPEF, SELECT, Scottish Decorators' Federation and National Specialist Contractors Council, the Construction Licensing Executive (CLE) was created to regulate the construction and associated trades in Scotland. It was put together through the desire of reputable and legitimate industry to face up to the problem of rogue traders who had undermined the industry for too long.

CLE sets the principles for licensing/registration schemes for the construction and allied industries and acts as:

- an approver of schemes
- an auditor and monitor of schemes
- a final appeals body
- an information provider to consumers.

The CLE is an independent body. The board of consumer bodies, client organisations and trade association representatives is supported by the Scottish Government. To find a CLE tradesman log on to [www.clescotland.co.uk](http://www.clescotland.co.uk)



To find out about required property standards in relation to fire, electrics and plumbing, why not attend our Fire, Electrical and Plumbing regulations course which will be run in early 2010.

For more helpful information or advice about carrying out repairs and maintenance to your property, contact the Council's Homeworks team on 0131 529 7240, e-mail: [homeworks@edinburgh.gov.uk](mailto:homeworks@edinburgh.gov.uk) or go to the website at [www.edinburgh.gov.uk/homeworks](http://www.edinburgh.gov.uk/homeworks)

## Landlord Registration – keeping in touch

If you supplied your e-mail address when you applied to register, you may have received e-bulletins from our Landlord Registration team. This is an effective way for us to keep landlords and agents up to date with the latest news and important information that is relevant to you.

If you haven't received any of our e-bulletins, and would like to be included in future issues, please check that your e-mail address is up to date on the landlord registration database. We know you don't want to be bombarded with e-mails so we will keep this to a minimum and will aim to send you no more than four e-bulletins each year.

We will also use e-mail addresses in the future to remind you when it is time to renew your registration.

Even if you don't want to supply your e-mail address, it's essential that you keep your records up to date on the register at all times – it's a legal requirement. This includes when you:

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

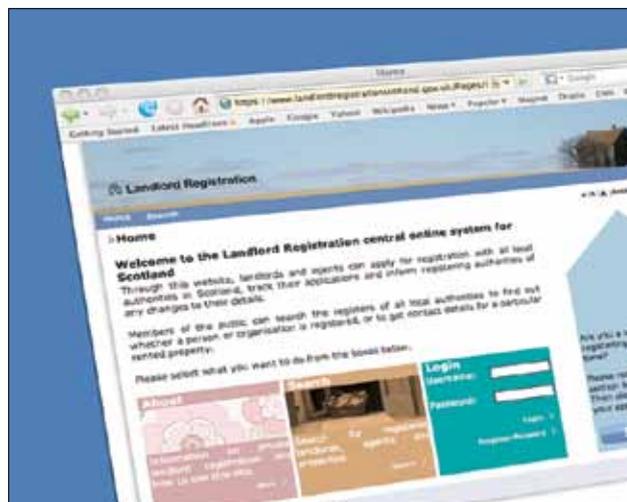
To update your details go to

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

If you don't want to use the internet site e-mail us at

[landlordregistration@edinburgh.gov.uk](mailto:landlordregistration@edinburgh.gov.uk)

or call the team on 0131 469 5293.





# Tenants more satisfied with accredited landlords

Latest tenant questionnaires show that 72 percent of tenants in properties managed by members of Edinburgh Landlord Accreditation rate the overall service they received from their landlord or agent as 'Good' or 'Very Good'.

This is a 9 percent increase on last year's figure, showing that tenants are increasingly satisfied with letting from a member of Edinburgh Landlord Accreditation. Ten percent more respondents were happy with the level and method of communication they have with their landlord compared with 2008. In addition to this, the figures show that levels of dissatisfaction have fallen by 5 percent.

Another welcome statistic is that there is a marked improvement in the

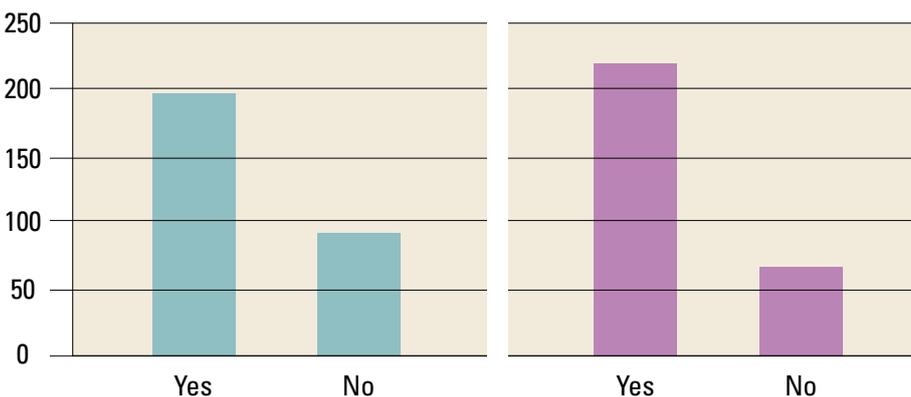
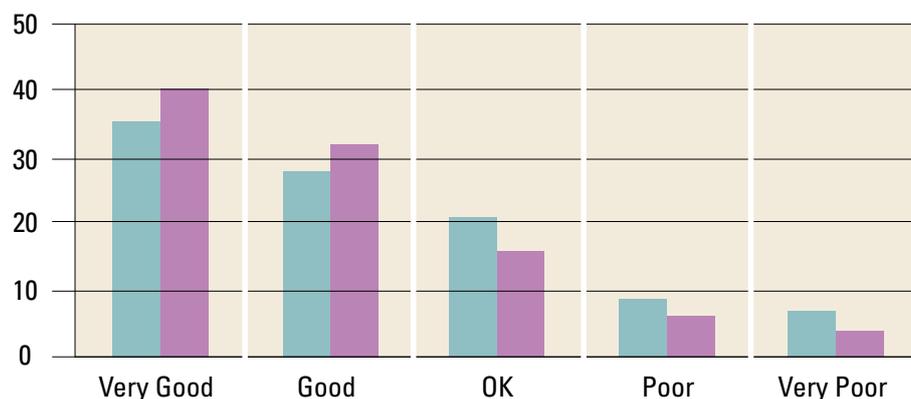
number of tenants who are unhappy with the way that their repairs have been dealt with. The number of respondents who were dissatisfied with how their repairs were dealt with reduced from 93 in 2008 to 67 in 2009 – that's almost a 50 percent drop. As this is one of the issues highlighted as a key concern in the Scottish Government's recent review of the private rented sector, it's encouraging to see that accredited landlords are improving in this area.

The Letwise team has been feeding survey results back to member agents and helping them to put improvements in place where necessary. We have also worked on an individual basis with tenants who were dissatisfied with the service of their landlord or agent, to help to resolve any issues.

Edinburgh Landlord Accreditation (ELA) was introduced in 2005 to help improve standards in the private rented market by offering landlords the opportunity to sign up to a voluntary code of standards based on best practice. The scheme now has nearly 400 members, covering a third of all rental properties in Edinburgh.

ELA is now affiliated to the national accreditation scheme, Landlord Accreditation Scotland (LAS) to ensure that all members can benefit from both the local and national advantages of accreditation.

For more information about ELA, or the results of the 2009 tenant survey, please contact the Letwise team on 0131 529 7454 or visit [www.edinburgh.gov.uk/ela](http://www.edinburgh.gov.uk/ela)



# CANNABIS FARMS – a growing problem



Police are urging the public to help them in their campaign targeting cannabis farms, following the discovery of an Edinburgh property being used to grow over 500 cannabis plants.

The cannabis was found in the loft of a privately rented property in Cramond, when an overloaded plug socket set off a fire alarm. Police then seized the plants estimated to be worth around £100,000.

Previously, neighbours had become suspicious when new tenants moved in. One said, "The curtains and blinds were always closed and there was steam coming from the central heating vent at all hours of the day. I joked a couple of days ago that it was maybe being used as a cannabis farm but never thought for a moment it was the truth."

Elsewhere in the city, a series of raids have taken place in relation to the illegal cultivation of cannabis.

In total 15 people have been detained. Four of them were found to be illegal immigrants and are currently being dealt with by the UK Immigration Service. Another five have appeared at Edinburgh Sheriff Court on drugs charges.

## What can landlords do?

This is the first known case of a private let in Edinburgh being found to be used as a cannabis farm, and so it is not thought to be a major problem. However landlords are advised to be vigilant. When prospective tenants approach you:

- be wary of a tenant's willingness to pay several months' rent in advance, particularly if it's in cash and there's no obvious means of support
- be clear with the tenant that you or your agent will expect to visit the premises
- always ask for a form of photo identification for potential applicants
- consider a tenant referencing service
- check all references no matter how plausible they seem.

## Tell tale signs at the property

- blacked out windows with condensation
- people or vehicles turning up at unusual times for short visits
- fertiliser or compost bags left lying around
- bins full despite property being empty
- roof opened up to ventilate the property
- unusual smell coming from building
- large deliveries of lighting equipment.

If you spot any of these signs, do not confront the tenants. Anyone with any concerns about cannabis cultivations or any other crimes should contact Lothian and Borders Police on 0131 311 3131 or Crimestoppers on 0800 555 111.

For Scottish Government advice, go to [www.betterrentingscotland.com](http://www.betterrentingscotland.com)

To seek advice about ending the tenancy contact Letwise.

## Feeding back on your feedback...

Our Letwise training courses continue to be as popular as ever, with over 800 landlords and agents attending one of the 28 sessions we ran between 1 April 2008 and 31 March 2009. Overall satisfaction with the courses is high, with the average rating across all of the courses for the year being 88 percent.

At the end of each course delegates are asked to complete an evaluation form, as feedback from our customers is important to ensure that we are delivering a service that meets their needs. So, what do we do with this feedback? The following is just a few

examples of changes we have made in response to the feedback we have received:

- Some delegates told us that they were only interested in the part of the "Marketing Your Property and Deposits" course which deals with deposits. We now run a separate "Deposits" course for those only wanting to attend this part of the session.
- Many delegates felt our "Finance Matters" course did not need to include a section on mortgages. We have therefore removed this from the course.

- We have also introduced a new course on "Safety Requirements for your Property" in response to comments from landlords who felt they needed more practical information in this area. Please remember to book early for this course as we only have eight places available!!

If you haven't yet attended any of our Letwise courses, please take a look at our training programme starting on page 9 of this issue.

# Sale and Rent back

## Proposed regulation

If you are currently involved in the Sale and Rent back (SRB) market, you may need Financial Services Authority (FSA) authorisation if you want to continue.

In February 2009, HM Treasury published a consultation proposing that the SRB market be brought under the scope of the FSA. The FSA aims to do this in two stages:

- an interim regime from 1 July 2009
- a full regime, expected to be introduced from 30 June 2010.

The FSA is asking firms who have been active in the SRB market to apply for interim authorisation from 1 July 2009. These firms must submit their applications by 1 August 2009.

Anyone who was not active in the market before 1 July 2009 will have to wait until the full regime is implemented to carry on SRB activities.

### Why is this regulation being brought in?

In October 2008 the Office of Fair Trading published a study of the SRB market.

They found that there were significant risks to customers, the main risks being:

- customers being misled as to the value of their property
- customers being misled about their security of tenure
- customers being charged unexpectedly high rents
- landlords defaulting on their mortgages resulting in customers losing their homes.

### Who will this affect?

Anyone arranging, advising, entering into or administering SRB agreements will be affected.

Firms who leave the market before regulation starts or those who plan to leave before regulation starts will not need to be authorised. Any landlord who is only renting property back to the previous owners and is not continuing to source SRB properties will not need to be authorised.

### What will the requirements be?

Firms will have to be authorised by the FSA. They will have to show that they meet the standards of the FSA and that they conduct their business in a fair and professional manner. They will need to demonstrate that they:

- act with honesty and integrity
- make sure all their communication with customers is clear and not misleading
- treat their customers fairly
- show that they have the financial resources to allow them to operate a sustainable business
- give potential customers clear details of the agreement they will be entering into before they enter into it
- ensure that an independent valuation of potential customers' property is carried out.

Customers will also be able to take any complaints about the SRB agreement to the Financial Ombudsman Service. If you operate in the SRB market you should look at the proposals and decide how you will ensure you meet the required standards.

For more information go to [www.fsa.gov.uk](http://www.fsa.gov.uk)

## Housing Bill – Second Stage Consultation announced



The Scottish Government is currently consulting on a draft housing bill which it hopes to put before parliament in 2010.

The second stage consultation has just been published. These proposals aim to support responsible landlords and help to maintain good physical standards in private sector housing.

The issues under consideration are:

### Landlord registration

- Giving a local authority a power to obtain information from people connected with a property, in order to enable or assist it to exercise its landlord registration functions.
- Increasing the maximum fines for landlord registration offences, to bring them in line with the provisions on HMO licensing in the 2006 Act.
- Including information in the register about landlord registration applications that have not yet been processed or approved and cases where an applicant has been refused or deregistered.
- Allowing a local authority to charge landlords a fee for the addition of an agent to a registration.

### HMO licensing

- Changing the definition of a licensable HMO to deal with the problem of holiday, backpacker and short-term lets.
- Making planning permission (where it is required) a requirement for the grant of an HMO licence.

The consultation also includes the review of some of the powers in the Housing (Scotland) Act 2006 relating to disrepair in privately owned houses.

To make your views known go to [www.scotland.gov.uk/Publications/2009/07/06160610/0](http://www.scotland.gov.uk/Publications/2009/07/06160610/0)

The consultation closes on 27 September 2009. The first stage consultation concerns social housing and closes on 14 August 2009. It can be seen at [www.scotland.gov.uk/Publications/2009/04/27095102/0](http://www.scotland.gov.uk/Publications/2009/04/27095102/0)



Letwise offers 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.

## Training Sessions: October to December 2009

### **Safety requirements for your property**

Thursday 8 October 2009, 1 to 4 pm  
Thursday 5 November 2009, 1 to 4 pm  
Venue: Contract Heating, 2B Bankhead Crossway  
South, Edinburgh EH11 4EX

This course, delivered by Contract Heating (members of NICEIC, the Fire Protection Association and GAS SAFE REGISTER approved) will give delegates practical experience on how to identify problems and faults within their property in relation to heating systems, water supplies and electrical systems. It will also show delegates how to read various safety certificates and identify what needs to be actioned.

#### **Course objectives**

By the end of the course delegates will:

- have gained practical experience on identifying problems and faults within their property
- have an awareness of what is required to provide safe accommodation for their tenants
- know what procedures to follow in a gas emergency
- understand how to read safety certificates and identify any actions that are required to be taken.

#### **Is it for you?**

This course is intended for both new and experienced landlords and letting agents. Please note as this is a workshop based, practical course, numbers are limited to 8 delegates per course. It is advised that you book early!

### **Marketing your property and deposits**

Thursday 15 October 2009, 1 to 4.30pm  
Venue: Midlothian Suite, Lothian Chambers,  
George IV Bridge, Edinburgh

This course is designed to inform landlords and letting agents about 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.



## Keeping the Peace

Thursday 29 October 2009, 1 to 4 pm

Venue: Midlothian Suite, Lothian Chambers,  
George IV Bridge, Edinburgh

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 tenants' behaviour – even if this behaviour does not appear 'antisocial' in the extreme. Failure to deal with your tenants' 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 tenants' behaviour
- tell you 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 tenants' behaviour is causing complaint.

### Is it for you?

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

## Tenancy Agreements

Tuesday 10 November 2009, 5.45 to 8.30pm

Venue: European Room, City Chambers, Edinburgh

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 seen 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](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)

### CANCELLATION POLICY

If delegates fail to cancel their place on a course, and subsequently do not attend, their place(s) on future courses for the advertised quarter **may** be cancelled and offered to someone else on the waiting list, in order to maximise capacity and make courses as cost effective as possible. This does not prevent delegates from booking on courses within the next advertised quarter.



## Gas Safety Awareness

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Thursday 12 November 2009, 5.45 to 9.30pm  
Venue: European Room, City Chambers, Edinburgh

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 the course delegates will:

- be aware of the role of Gas Safe Register, and the advice and assistance available
- be aware of the requirements on Gas Safe Register 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.

## Houses in Multiple Occupation

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Tuesday 17 November 2009, 1 to 4 pm  
Venue: European Room, City Chambers, Edinburgh

This course will provide all the relevant information you need to know about Houses in Multiple Occupation (HMO) legislation, the technical standards and tenancy management requirements that are required by the City of Edinburgh Council, what enforcement action can be taken against a landlord running an unlicensed HMO and what you can expect to happen at a Licensing Committee meeting.

### Course objectives:

By the end of this course you will:

- understand the background to HMO licensing legislation
- be aware of the departmental roles in the Edinburgh HMO licensing scheme
- be informed of the technical standards required by the City of Edinburgh Council
- be aware of tenancy management requirements and how these are implemented
- know what enforcement action can be taken
- know what to expect at a Licensing Committee meeting
- be aware of proposed new legislation due to be implemented in 2010
- be advised on fire safety risk assessments.

### Is it for you?

This course is aimed particularly at those who are new to HMO licensing or who may be considering letting properties as HMOs in the future. However, it may also be beneficial to current HMO landlords and agents.

## Recovery of Possession

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Tuesday 26 November 2009, 5.45 to 8pm  
Venue: European Room, City Chambers, Edinburgh

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 3 December 2009, 5.45 to 8pm  
Venue: European Room, City Chambers, Edinburgh

This course will look at the rights and duties landlords and tenants have in cases of disrepair and where these rights and duties come from. The course will also look at some case studies involving applications to the Private Rented Housing Panel and the outcome of the applications.

### 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.



## HAPPY TO TRANSLATE

ترجمے کے لئے حاضر آمانہدےر سےسے انوباد کررر

بسعنا توفیر الترجمة MOŻEMY PRZETŁUMACZYĆ 很樂意翻譯

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