

FORM OF RENT BOOK

FORM UNDER SECTION 79(1) OF THE RENT (SCOTLAND) ACT 1984

INFORMATION FOR TENANTS

NOTE: YOU OCCUPY THIS DWELLING-HOUSE UNDER A CONTRACT TO WHICH PART VII OF THE RENT (SCOTLAND) ACT 1984 APPLIES. THIS AFFECTS THE RENT WHICH YOUR LANDLORD MAY LAWFULLY RECOVER AND CONFERS A DEGREE OF SECURITY OF TENURE. YOUR LANDLORD MUST KEEP THE ENTRIES UP TO DATE

1. Address of the dwelling-house and description of the premises to which the contract relates
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2. Name, address and telephone number of the landlord and of the landlord's agent (if any)
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3. RENT LAWFULLY RECOVERABLE

- (a) if no rent is registered
 - (i) The rent payable as from [date] under the contract is £ per week,
 - (ii) if furniture or services are provided the amount (if any) which is apportioned to them under the contract is
Furniture £..... Services £.....
- (b) If a reasonable rent has been registered following determination by the rent officer
 - (i) *A rent of £ per week for the dwelling-house comprised in the contract was approved by the rent officer on
 - (ii) *The rent for the dwelling-house comprised in the contract was *reduced/increased* by the rent officer to £ on

*Delete if inapplicable

4. ALTERATIONS IN RENT

- (a) Either you or the landlord may refer the contract to the rent officer to fix a reasonable rent. On such a reference, the rent officer may approve the rent payable under the contract or may reduce or increase the rent to such sum as the rent officer considers reasonable or may, if the rent officer thinks fit in all the circumstances dismiss the reference. Any approval, reduction or increase may be limited to the rent payable in respect of a particular period.

- (b) The rent determined by the rent officer is registered and it then becomes a criminal offence for any person to require or receive, on account of rent for that dwelling under any contract, more than the registered rent. Any overpayment of rent may be recovered by you.
- (c) Once a rent has been registered, then for three years after the rent was last considered by the rent officer no new application for the registration of a different rent can be made, except by you and the landlord acting together, or where there has been a change in the circumstances taken into account when the rent was last considered – for example a change in the terms of the tenancy or in the furniture supplied, or in the condition of the dwelling-house.
- (d) If you agree to a change in rent or any other terms of the contract without reference to the rent officer you will no longer have a Part VII contract.

5. SECURITY OF TENURE

- (a) The landlord can recover possession of a dwelling-house subject to a Part VII contract only by obtaining an order for possession from the First-tier Tribunal for Scotland (the Tribunal). This means that if the landlord serves a notice to quit on you, you do not have to leave by the date stated in the notice. If you feel you cannot leave at that time, before you can be evicted the landlord must first get an order for possession from the Tribunal.
- (b) A tenancy cannot be terminated until a valid notice is served. To be valid a notice to quit must be in proper form and in writing and give at least four weeks' notice.
- (c) When the notice to quit takes effect the landlord is entitled, if you do not leave voluntarily, to obtain an order for possession of the dwelling from the Tribunal. The landlord cannot evict you from the dwelling without such an order from the Tribunal and it is a criminal offence for him or her or for anyone to try to make you leave by using force, by threatening you or your family, by withdrawing services or by interfering with your home or your possessions. If anyone does this, you should contact the police immediately.

6. HOUSING BENEFIT

If you have difficulty in paying your rent, you should apply to your local authority for Housing Benefit. You may obtain further information about Housing Benefit from your local authority Offices or Citizens' Advice Bureau.