

## **Email Update Issue 1**

Welcome to the first e-mail update from Dundee City Council, Private Sector Services Unit. We deal with all aspects of privately rented properties in Dundee. It is our aim to help you, the Landlords of Dundee, raise the quality of the property you rent and improve the service you deliver to your tenants.

To do this, we will, through these e-mail updates, pass you information and advice on what is happening and what is new in the sector. This will not just be from our own unit but from other Council departments and partner agencies. You will also be informed of any events to be held in the area which may benefit you and your business.

We would be interested to hear your views on what you think about the content of this e-mail and any topics you feel we should cover in the future.

[landlord.registration@dundeecity.gov.uk](mailto:landlord.registration@dundeecity.gov.uk)

### **In this issue:-**

#### **DATE FOR YOUR DIARY**

Forthcoming event you will not want to miss.

#### **WE DON'T WANT TO LOSE YOU**

Are your Landlord Registration details correct?

#### **LANDLORD REGISTRATION RENEWALS**

What this will mean to you.

#### **SWITCH TO DIGITAL TV**

Will your tenants be left in the dark?

#### **HAVE A SAY IN YOUR INDUSTRY**

Scottish Government Housing Bill consultation document.

#### **WHAT HAVE YOU MISSED**

Read previous Newsletters.

### **DATE FOR YOUR DIARY**

Dundee Landlord Accreditation are running another of their ever popular Landlord Seminars on **Tuesday 15 September, 2009**. The event, which starts at 3.30pm in Discovery Point, Dundee will cover **An Introduction to Tenancy Law**. Come along and hear the lively speaker Andrew Cowan of TC Young Solicitors, put across his message in a clear, simple and fun way. **Not to be missed!!**

This Seminar is **FREE** to all Landlords and prospective Landlords in the Dundee area. You will receive another e-mail with more information closer to the date.

## **WE DON'T WANT TO LOSE YOU**

When you registered as a Landlord you gave your contact details. This may have been just your home address or an e-mail address and possibly a phone number.

The information which you gave will be used to send a reminder when your Landlord Registration is about to expire. The preferred method is by e-mail but failing this a letter will be sent to your home address. If you have only given one form of contact and this has changed then your renewal reminder will not find you. Your Registration will expire and you will be acting illegally when renting out your property, all for the want of a correct address. For further information on renewals see the article below.

These details are also extremely useful to the Local Authority when a problem arises at your property. I am sure you would want to be the first to know if there was water pouring into your flat from the one above.

Additionally where we have complaints about the actions of your tenants behaving in an antisocial way you would again like to be informed.

Please take this opportunity to check your Landlord Registration account to ensure all the details held about you are correct. If you only have one form of contact, consider adding more.

If you have any problems either accessing or updating your Landlord Registration account please contact the Landlord Registration team at [landlord.registration@dundeecity.gov.uk](mailto:landlord.registration@dundeecity.gov.uk) or 01382 435407 and we will be happy to assist you.

**OUR LANDLORDS ARE IMPORTANT TO US AND WE DON'T WANT TO LOSE YOU.**

## **LANDLORD REGISTRATION RENEWALS**

Your Landlord Registration is valid for 3 years from the date of the Council's letter approving your registration. At the end of this period if you are still letting property you must apply to renew your registration. In Dundee, renewals will begin in 2010.

Landlords will receive a maximum of 2 reminders from the Council either by e-mail or by letter if no e-mail address has been provided. You can apply for renewal up to 3 months before your current registration expires either online or on a paper application form which is available at [www.dundeecity.gov.uk/housing/landlordregistration](http://www.dundeecity.gov.uk/housing/landlordregistration) or from the Landlord Registration Team on 01382 435407.

Fees must be paid at the time of application. There will no longer be a facility for requesting an invoice. Applications made online will be e-mailed a receipt from World Pay and paper applications to Dundee City Council will be issued with a receipt by them.

Failure to renew your Landlord Registration within 14 days of expiry of your current registration will incur a late application fee of £110 and could lead to further enforcement action.

Please ensure you act promptly when you receive your renewal reminder.

If you require any further information on renewals please contact:-

**Landlord Registration Team**

Tel: 01382 435406/435407

email: [landlord.registration@dundeecity.gov.uk](mailto:landlord.registration@dundeecity.gov.uk)

## ARE YOU READY FOR DIGITAL TV SWITCHOVER?

Digital TV switchover is coming to Scotland. TV services in the Dundee Area will go completely 'digital' when the old analogue signal is switched off in 2010. Any TV set that's not converted to digital when the switchover takes place will no longer receive TV programmes.

Responsible Landlords will ensure that the aerial and cabling in their properties can receive digital. In addition, those landlords who provide TV sets must ensure they can work on the digital signal.

For landlords, the time to act is now if tenants are not to be left watching a blank screen.

For more information on co-operating with your tenants during this switchover click [here](#).

[www.digitaluk.co.uk/propertymanagers/data/assets/pdf\\_file/0016/14542/Calling\\_all\\_landlords.pdf](http://www.digitaluk.co.uk/propertymanagers/data/assets/pdf_file/0016/14542/Calling_all_landlords.pdf)

## HAVE A SAY IN YOUR INDUSTRY

The Scottish Government have prepared a list of proposals for changes to the Housing Bill 2010 which will directly affect the Private Rented Housing Sector.

These changes are in relation to Landlord Registration and Houses in Multiple Occupation and could therefore have a direct influence on you and your business.

Download and view these proposals from the Scottish Government website.

You are thereafter free to submit your comments to the Scottish Government before 27 September, 2009 and have your voice heard in this review process.

<http://www.scotland.gov.uk/Publications/2009/07/06160610/0>

## WHAT HAVE YOU MISSED

Read previous Newsletters which were sent out by the Dundee Landlord Accreditation.

<http://www.dundee.gov.uk/housing/dlanews/>

## FOR THE FUTURE

In future updates it is intended to cover a range of subjects based around the theme of private renting. These will include:-

**LHA** - Good, Bad - This may change your mind.

**Dundee Landlord Accreditation** - Helping the Good Landlords get Better.

**Fire Safety in the home** - Hints and tips from Tayside Fire and Rescue.

**Gas Safe and the HSE** - Requirement for Gas Safety Certificates.

### **Tenants deposits**

### **Secured entry systems**

These are just a few of the things to come. If you are having a problem with something in particular then drop us a line and we will consider covering it in a future issue.

**Further information on Landlord Registration, Dundee Landlord Accreditation and Houses in Multiple Occupation can be obtained from the website at [www.dundee.gov.uk/housing/privatesector](http://www.dundee.gov.uk/housing/privatesector) or by phone 0800 085 3638.**

### **Removal**

If you no longer wish to receive update e-mails from Dundee City Council, Private Sector Services Unit please reply to this e-mail with the word remove in the subject line.