**Dundee Landlord eNewsletter**

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**PRESCRIBED INFORMATION**

The Scottish Government are developing their approach to Prescribed Information. It is likely to involve all private landlords self-declaring and evidencing (when requested) that their certification ie. Gas Safety, EICR’s, EPC’s etc are current and valid and that they comply with all other legal requirements relating to the letting of houses.

Local Authorities may require to carry out random sampling of registered landlords property portfolios to ensure compliance.

Further information and clarification will follow, this looks likely to commence summer 2019. See below for consultation analysis.

[**https://www.gov.scot/publications/landlord-registration-scotland-consultation-review-landlord-registration-applications-fees-analysis-responses/pages/4/**](https://www.gov.scot/publications/landlord-registration-scotland-consultation-review-landlord-registration-applications-fees-analysis-responses/pages/4/)

**INTRODUCING DUNDEE’S NEW**

**PRIVATE LANDLORD SUPPORT OFFICER**

Due to the success of a two year pilot scheme (in partnership with Shelter) Dundee City Council have appointed Terri Kean as Dundee’s Private Landlord Support Officer (PLSO). Terri Kean is here to provide advice and guidance on any issues or queries landlords may have.

Terri has worked as a landlord and agent in the Private Sector for many years, she is more than aware of the challenges faced by landlords and is looking forward to getting started and providing help and support as and when required. She is happy to meet with you at the office, or your property to discuss the ways in which she can help, perhaps by working through a support plan or focusing on a particular area.

Advice from the PLSO is free and Terri will be available to speak with you at our upcoming seminar on 11th February. In the meantime, please contact Terri with any questions or suggestions on: Telephone 01382 433236 / 07767256834 or email [terri.kean@dundeecity.gov.uk](mailto:terri.kean@dundeecity.gov.uk)

**LETTING AGENT REGISTRATION – NOW ACTIVE**

As mentioned in previous newsletters, a new Letting Agents Code of Practice came into effect on 31 January 2018. Any letting agent must have registered, meeting a fit and proper person test and have completed relevant training by **01 October 2018**. It will provide a route of redress for tenants and landlords to resolve complaints against letting agents for breaches of the Code.

The register currently only shows agents who have been approved, not those pending.

**Any landlords seeking the services of a letting agent should ensure that they are registered.**

For more information see the [Letting Agent Registration Guide](https://www.mygov.scot/letting-agent-registration/), [Guide to Letting Agent Regulation for Landlords](https://www.mygov.scot/letting-agent-registration-landlords) and [Guide to Letting Agent Regulation for Tenants](https://www.mygov.scot/letting-agent-registration-tenants/).

Any questions on the new letting code of practice or the register should be sent to [lettingagentregulation@gov.scot](mailto:lettingagentregulation@gov.scot)

**GAS SAFETY FLEXIBILITY CHANGES – APRIL 2018**

From 6 April 2018 a change in gas safety regulations came into force introducing a degree of flexibility to the timing of landlord’s annual gas safety checks.

This MOT-style change means that landlords can carry out the annual gas safety check in the two months prior to the due date and retain the existing expiry date.

For example, if the current certificate expires on 25 June 2019, a new certificate issued on/after 26 April 2019 will be valid for up to 14 months, expiring on 25 June 2020. This avoids landlords waiting until the last minute and not gaining access, or having to shorten the annual check cycle to comply with the law.

**FREE LANDLORD RESOURCES**

Trying to remember, and keep on top of all your duties as a landlord can be daunting. To assist our department have produced a ‘Private Landlord Checklist’, ‘HMO Factsheet’, ‘Checking Out Checklist’ and also a new ‘What to look for in a Letting Agent Factsheet’. These are free resources available to all landlords and letting agents.

To request your copy either email [PLSO@dundeecity.gov.uk](mailto:PLSO@dundeecity.gov.uk) or telephone 01382 433236.

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**\*\*LANDLORDS REMEMBER\*\***

* **Electrical Installation Condition Report (EICR).** Landlords are required to have an EICR of their property carried out. This EICR must include a Portable Appliance Test (PAT) for all electrical appliances supplied by the landlord. Electricians must be NICEIC or SELECT approved.
* **Energy Performance Certificates (EPC)**

From 9th January 2013 an energy performance indicator must be included in all advertisements and a copy of the EPC given to the tenant.Check the Scottish EPC register for an approved assessor:

<https://www.scottishepcregister.org.uk/assessorsearch>

* **Gas Safety.** The landlord must have the gas supply and any gas appliances provided, checked and certified annually by a Gas Safe engineer. A copy of the certificate must be given to the tenant.
* **Carbon Monoxide (CO) Detection.** From 1 December 2015 landlords must ensure there is adequate CO detection in all privately let property, with a gas appliance.
* **Houses of Multiple Occupation (HMO's).** Properties shared by 3 or more individuals (from more than 2 families) must have a current HMO Licence. Telephone 0800 0853 638 for more information.
* **Landlord Registration.** From 1 June 2013, The Private Rented Housing (Scotland) Act 2011 states all adverts for properties to let must include the **landlord’s** registration number, or in the case of landlords whose application is yet to be determined, the phrase **‘landlord registration pending’**. (**NB** - ***It is not acceptable to quote the agent’s registration number***). On 31 August 2011, it became an offence for landlords not to notify the local authority if they appoint an agent. This can incur a maximum fine of £1,000 – ensure your registration application is updated.
* **Legionella/Legionnaires Disease.** Landlords and letting agents are obliged by law to carry out risk assessments for Legionnaire’s Disease, and implement any necessary measures. More information available at:

[www.hse.gov.uk/legionnaires/legionella-landlords-responsibilities.htm](http://www.hse.gov.uk/legionnaires/legionella-landlords-responsibilities.htm)

* **Private Residential Tenancy (PRT’s).** Since 01 December 2017 landlords can no longer issue an assured, or short assured tenancy. All new tenancies created must be the new Private Residential Tenancy : <https://rentingscotland.org/private-residential-tenancies/>
* **Repairing Standard.** A landlord has a duty to repair and maintain the property at the start of the tenancy and at all times during the tenancy, including a duty to make good any damage caused by carrying out this work.
* **Smoke Alarms.** All rented properties must have one hardwired smoke alarm in the principal room, one in every hallway and landing, a heat alarm in the kitchen. All alarms should be interlinked. Revised guidance was issued in October 2013 and is available from the Private Rented Housing Panel website: <https://www.housingandpropertychamber.scot/repairs>
* **Tenancy Deposit Schemes.** Landlords must pay their tenant’s deposits into an approved tenancy deposit scheme and provide the tenant with key information about the tenancy and deposit.

**FEEDBACK**

If you have any thoughts or comments on this newsletter, or suggestions for future topics to be included please email them to [landlord.registration@dundeecity.gov.uk](mailto:landlord.registration@dundeecity.gov.uk)

**You can view previous issues of our eNewsletter at** [**www.dundeecity.gov.uk/housing/privatesector/**](http://www.dundeecity.gov.uk/housing/privatesector/)

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