**TENANT’S RENT INCREASE REFERRAL TO RENT SERVICE SCOTLAND UNDER SECTION 24(1) OF THE PRIVATE HOUSING (TENANCIES) (SCOTLAND) ACT 2016**

**IMPORTANT: INFORMATION FOR TENANT(S)**

You should use this form if you as a tenant want a Rent Officer to decide what your rent should be because:

* Your Landlord has served you with a rent increase notice; AND
* You think the increase may be too high.

The Rent Officer will aim to send you the decision within 40 days of receiving your completed application form.

**PLEASE NOTE - YOU CANNOT APPLY TO A RENT OFFICER FOR A DECISION ON THE RENT INCREASE IF THE LET PROPERTY IS LOCATED IN A RENT PRESSURE ZONE. YOU CAN CHECK WHETHER YOUR LET PROPERTY IS LOCATED IN A RENT PRESSURE ZONE ON THE SCOTTISH GOVERNMENT’S WEBSITE AT (**[**https://www.mygov.scot/rent-pressure-zone-checker/**](https://www.mygov.scot/rent-pressure-zone-checker/)**) OR PHONE THE OFFICE AT THE TELEPHONE NUMBER SHOWN BELOW.**

**YOU MUST SUBMIT THIS FORM TO THE RENT OFFICER WITHIN 21 DAYS OF RECEIVING THE RENT INCREASE NOTICE FROM YOUR LANDLORD.**

**Important Information**

Rent Officers are independent officers appointed by statute, who will decide the rent by comparing similar properties in your area. **In deciding the rent, the Rent Officer has the power to increase or decrease the rent.**

Please send your completed application to: [rss.dundee@gov.scot](mailto:rss.dundee@gov.scot)

You can also post your form to:

Rent Service Scotland

Compass House  
11 Riverside Drive  
Dundee  
DD1 4NY

Once you have sent the application form youmust inform Rent Service Scotland immediately if any of the information you have provided changes.

If you would like more information about this process or any help completing this form please phone 0300 244 7000 or email us on [rss.dundee@gov.scot](mailto:rss.dundee@gov.scot).

**Advice -** If you have questions about this notice, speak to your Landlord or contact one of the following:

* your local council;
* Shelter Scotland;
* your local Citizen’s Advice Bureau;
* a solicitor (you may be able to get legal aid depending on your income).

**Question 1 – Tenant’s Details**

1. Tenant’s Name, Address, Postcode and contact details (telephone number and email address)

«tenants»

1. Tenant’s Agent’s Name, Address, Postcode and contact details (telephone number and email address).

«tenantsAgent»

**Question 2 – Landlord’s Details**

1. Landlord’s Name, Address, Postcode and contact details (telephone number and email address)

«landlords»

1. Landlord’s Agent’s Name, Address, Postcode and contact details (telephone number and email address).

«landlordsAgent»

**Question 3 -** **Details of the Property**

1. What kind of property is it? For example - a detached or terraced house or flat or part of a house. (If a flat give the flat number for example - 1F1, G/R)

«propertyType»

1. How many, and what type of rooms does the property have:

«rooms»

1. Is there any accommodation or facilities shared «hasSharedAreas»

with another tenant? If yes, please give details.

«sharedAreas»

1. Does the tenancy include a parking space, garage, «hasIncluded»

garden, yard or any other separate building or land?

1. Please tell us if there is any heating in your property

«heating»

1. Please tell us if your property has double glazing.

«doubleGlazing»

**Question 4 – Services**

1. Are any services included? «hasServices»

(for example - cleaning, maintenance of

communal parts, etc.)?

If yes, please give details.

«servicesDetails»

1. How much rent is charged for these services? If the charge is included within the rent please state this.

«servicesCostDetails»

**Question 5 – Furniture**

Is furniture (including white goods) provided under «furnished»

the tenancy? If it is, please attach a list of the furniture

provided.

**Question 6 – Improvements**

1. Have you (or a previous tenant under the same «hasTenantImprovements»

tenancy) carried out any improvements or

replaced fixtures, fittings, or furniture for which

you were NOT responsible under the terms of

the tenancy?

If yes, please give details.

«tenantImprovements»

1. Has the Landlord made any improvements to the «hasLandlordImprovements»

property since the start of your tenancy?

If yes, please give details.

«landlordImprovements»

**Question 7 – Damages or defects**

Are there any damages or other defects to the house «hasDamages»

or to any fixtures, fittings or furniture because you or a

previous tenant under the same tenancy did not comply

with the terms of the tenancy?

If yes, please give details.

**Question 8 – Your rent**

1. How much rent are you paying now?  
     
   £«currentRentAmount» per «currentRentFrequency»
2. What is the new amount of rent?

£«newRentAmount» per «newRentFrequency»

Please attach a copy of the rent-increase notice which you received from your Landlord. This tells you about the proposed new rent.

**Question 9 – Documents required to support your application.**

When you send your application to us you should attach copies of documents which the Rent Officer will need to make a decision about the open market rent. You should attach the following:

1. A copy of your tenancy agreement
2. A copy of the rent-increase notice you received

from your Landlord

1. If your Landlord provides furniture, a list of the furniture

Any documents which you send with this application will be sent back to you as soon as possible.

Please tick each box to show that you have attached the relevant information.

**Question 10 – The inspection of your property**

To set the rent for your property the Rent Officer may decide to inspect it. This will take place during normal office hours (Monday - Friday between 9.30 am and 3.30 pm). Please let us know the dates over the next month when you are **NOT AVAILABLE** for an inspection.

Your Landlord will be invited to the inspection. You can only re-schedule once. If you are not available for an initial or re-scheduled inspection a decision will be made on your rent.

**Question 11 – Declaration**

I apply to a Rent Officer for a determination of the open market rent for the property at the address shown in part 1(a).

I confirm I have sent Part 3 of the rent increase notice to my Landlord to let them know that I am applying to a Rent Officer.