**PRIVATE RESIDENTIAL TENANCY**

**HEAD LANDLORD’S NOTICE TO A SUB-TENANT TO LEAVE**

(*Guidance notes to help Head Landlords complete this form are in the ‘Guidance notes for Head Landlords’ section)*

**Important information for Sub-Tenant(s) - Please read this notice carefully, including the ‘Guidance notes for Sub-Tenants’ section**

**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)

**Homelessness -** Speak to your local council if you're worried about having somewhere to live. They can advise you on your options.

This notice informs you, the Sub-Tenant, that the Head Landlord (likely to be your landlord’s landlord) is serving on you notice to leave the Let Property. If you do not leave the Let Property once the relevant notice period has expired, your Head Landlord can apply to the First-tier Tribunal (the Tribunal) for an eviction order.

Your Head Landlord must give you a minimum of 28 days’ notice if you have lived in the property for six months or less or 84 days’ notice if you have lived in the property for more than six months.

The Let Property you live in is sub-let, so in addition to serving a notice to leave on their tenant, the Head Landlord must also serve notice on any Sub-Tenant(s) if they wish to evict the Sub-Tenant(s) on particular grounds. A copy of the notice to leave served on your landlord by the Head Landlord is attached to this notice to leave. Both notices will be served on the same day.

If you become the Tenant of the Let Property because of the Sub-Tenant protection, the sub-tenancy notice to leave can be treated as a notice to leave. This means that if you choose not to leave the Let Property as soon as your notice period ends, your Head Landlord can proceed straight to the Tribunal for eviction proceedings without having to serve you with another notice to leave.

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**Part 1 – SUB-TENANT**

To: (name of Sub-Tenant(s

«tenantNames»

Of: (address of Let Property  
«address»

The Sub-Tenant(s) has lived in the property since: «entryDate»

**Part 2 – EVICTION GROUND(S) BEING USED**

[I/We\*] your [Head Landlord(s)/Head Landlord(s) Agent\*]:

(name of Head Landlord(s) or Agent): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Of:

*(address and telephone number of Head Landlord(s))/Agent):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Inform you that if you choose not to leave the Let Property on the date shown in Part 4 of this notice, [I/we\*] intend to apply to the Tribunal for an eviction order in respect of the Let Property on the following ground(s) which is a ground(s) for eviction as set out in schedule 3 to the Private Housing (Tenancies) (Scotland) Act 2016.

«LANDLORD\_TO\_SELL» Landlord intends to sell the Let Property

«LENDER\_TO\_SELL» The Let Property is to be sold by the mortgage lender

«LANDLORD\_TO\_REFURBISH» Landlord intends to refurbish the Let Property

«LANDLORD\_TO\_LIVE» Landlord intends to live in the Let Property

«LANDLORD\_FAMILY\_MEMBER\_TO\_LIVE» Landlord’s family member intends to live in the Let Property

«LANDLORD\_NON\_RESIDENTIAL\_PURPOSE» Landlord intends to use the Let Property for a non-residential purpose

«RELIGIOUS» The Let Property is required for a religious purpose

«YOU\_CEASE\_TO\_BE\_EMPLOYEE» Tenant ceases to be - or fails to become - an employee

«YOU\_NO\_LONGER\_NEED\_SUPPORTED\_ACC» Tenant no longer needs supported accommodation

«LANDLORD\_REGISTRATION\_REVOKED» Landlord has had their registration refused or revoked

«LANDLORD\_HMO\_REFUSED» Landlord’s HMO licence has been revoked or renewal has been refused

«LANDLORD\_OVERCROWDING\_NOTICE» An Overcrowding statutory notice has been served on the Landlord

**Part 3 – DETAILS AND EVIDENCE OF EVICTION GROUND(S)**

[I/We\*] also inform you that I/we are seeking eviction under the above ground(s) for the following reasons. (Please give as much detail as possible including whether the eviction ground stated relates directly to the Sub-Tenant or the Sub-Tenant’s landlord and any relevant dates.)

«reasonDetails»  
(state particulars of how you believe the ground(s) have arisen – continue on additional sheets of paper if required).

*It is important that the Sub-Tenant fully understands why you are seeking to evict them and that the action you are taking is justified. The provision of supporting evidence with this notice will help do that and broaden their understanding on precisely why you are seeking to evict them.*

[I/We\*] attach the following evidence to support the eviction action:

«supportingEvidence»

**\*** delete as appropriate

**Part 4 – THE END OF THE NOTICE PERIOD**

An application will not be submitted to the Tribunal for an eviction order before «earliestTribunualDate». This is the earliest date that Tribunal proceedings can start and will be at least the day after the end date of the relevant notice period (28 days or 84 days depending on how long you have occupied the property).

Signed: (Head Landlord(s) or Agent):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THIS IS AN IMPORTANT DOCUMENT AND YOU SHOULD KEEP IT IN A SAFE PLACE.**

**GUIDANCE NOTES FOR SUB-TENANTS ON THE NOTICE TO LEAVE**

(These notes are for guidance only)

Your Head Landlord will use this notice to leave if you have a private residential tenancy, as set out in the Private Housing (Tenancies) (Scotland) Act 2016[[1]](#footnote-1), and they want to evict you and your Landlord from the Let Property.

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**DELIVERY OF THIS NOTICE**

1. Your Head Landlord must take steps to ensure that you receive this notice as soon as possible. A notice is only valid if it is served on you by your Head Landlord in one of the following ways:

* by handing it to you
* by sending it to you recorded delivery post at the address of the Let Property
* by emailing it to your current email address (if you have previously agreed that email is your preferred contact method)

1. If your Head Landlord sends this notice to you by post or email, they must allow you 48 hours to receive it. This delivery time should be included in the amount of notice your Head Landlord must give you.
2. For example, if your Head Landlord sends this notice to you by recorded delivery post on 13 January, you would be expected to receive this notice on 15 January and the notice period will not start until 15 January.
3. If you have a joint sub-tenancy, all the joint Sub-Tenants must be named in Part 1 of this document or each Sub-Tenant must receive an individual copy of this notice.
4. Your Head Landlord can also ask a Sheriff Officer to serve this notice on you.

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**SITUATIONS WHERE SUB-TENANT PROTECTION DOES NOT APPLY**

1. Section 46 of the Private Housing (Tenancies) (Scotland) Act 2016 says that, subject to section 47 of that Act, a lawful Sub-Tenant with a private residential tenancy will be protected from eviction when their Landlord’s tenancy has been brought to an end. The Sub-Tenant then becomes the Tenant under a new tenancy which has the same terms as the sub-tenancy.
2. Section 47 says that the Sub-Tenant protection provided by section 46 does not apply if the Tribunal decides it should not apply for any reason, or if the tenancy of the person who was the Sub-Tenant’s Landlord was brought to an end by an eviction order issued on the basis of one of the following eviction grounds:

* landlord intends to sell the Let Property
* the Let Property is to be sold by the mortgage lender
* landlord intends to refurbish the Let Property
* landlord intends to live in the Let Property
* landlord’s family member intends to live in the Let Property
* landlord intends to use the Let Property for a non-residential purpose
* the Let Property is required for a religious purpose
* tenant ceases to be - or fails to become - an employee
* tenant no longer needs supported accommodation
* landlord has had their registration refused or revoked
* landlord’s HMO licence has been revoked or renewal has been refused
* An overcrowding statutory notice has been served on the landlord.

1. You have received this Sub-Tenant’s notice to leave because the Head Landlord is using one of the eviction grounds listed above to evict your Landlord and wishes to evict you at the same time.
2. If you have become the Tenant of the Let Property (rather than the Sub-Tenant) because your Landlord has already left the Let Property following receipt of their notice to leave (a copy of that notice can be found in Annex 1), this notice will be treated as your notice to leave. This means that if you choose not to leave the Let Property as soon as your notice period ends, your Head Landlord can make an application to the Tribunal for an eviction order without having to serve you with any other notices.

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**EVICTION GROUND(S) BEING USED**

**REQUIRED NOTICE PERIOD**

1. Your Head Landlord must give you the proper amount of notice to leave the Let Property. You will receive a minimum of 28 days’ notice if you have lived in the property for six months or less or 84 days’ notice if you have lived in the property for more than six months. At the end of the notice period you can leave the property immediately if you wish. If you do not leave the property the Head Landlord can make an application to the Tribunal for an eviction order.

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**EVICTION GROUNDS**

1. If your Head Landlord is using the eviction ground:

* landlord intends to sell the Let Property
* the Let Property is to be sold by the mortgage lender
* landlord intends to refurbish the Let Property
* landlord intends to live in the Let Property
* landlord intends to use the Let Property for a non-residential purpose
* the Let Property is required for a religious purpose

the grounds is mandatory which means that if the Tribunal decides that the eviction ground is established, the Tribunal **must** grant an eviction order. If an eviction order is granted, the Head Landlord will be able to evict you.

1. If your Head Landlord is using eviction ground:

* landlord’s family member intends to live in the Let Property
* tenant no longer needs supported accommodation
* landlord has had their registration refused or revoked
* landlord’s HMO licence has been revoked or renewal has been refused
* an overcrowding statutory notice has been served on the landlord

the ground is discretionary which means that even if the Tribunal is content that the eviction ground is established, it will still have to decide whether it is reasonable to evict you (and your Landlord). In deciding whether it is reasonable, the Tribunal must take into account all the circumstances of the case. The Tribunal **may** decide not to grant an eviction order or may delay its decision.

1. If your Head Landlord is using eviction ground ‘not an employee’, the Tribunal **must** grant an eviction order if the application for eviction was made within 12 months of you or your landlord ceasing to be - or failing to become - an employee. The Tribunal **may** issue an eviction order if the eviction application is made after the 12 month period has elapsed.

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**DETAILS AND EVIDENCE FOR EVICTION GROUND(S)**

1. Your Head Landlord should give you evidence to support the eviction, particularly if they are using one of the following eviction grounds:

* they intend to sell the Let Property
* they intend to refurbish the Let Property
* they intend to live in the Let Property
* their family member intends to live in the Let Property
* they intend to use the Let Property for a non-residential purpose.

1. If your Head Landlord applies to a Tribunal for an eviction order, the Tribunal will ask for this evidence when considering the application for an eviction order. The Tribunal must be satisfied that the eviction ground is established.

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**THE END OF THE NOTICE PERIOD**

**WHAT HAPPENS AT THE END OF THE NOTICE PERIOD?**

1. The date given in Part 4 of this notice is the earliest date on which the Head Landlord can start eviction action at the Tribunal. From that date your Head Landlord is allowed to start Tribunal action at any time during the following six months. If your Head Landlord does not start Tribunal action in that six-month period they would have to serve another notice on you before they could start eviction action at the Tribunal.
2. If you wish to leave the Let Property without requiring your Head Landlord(s) to obtain an eviction order from the Tribunal, your tenancy will come to an end on the later of either the date shown in Part 4 above, or the day you cease to occupy the property.

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**IF YOU CHOOSE NOT TO LEAVE AT THE END OF THE NOTICE PERIOD**

1. If you choose not to leave the Let Property at the end of your notice period then, before you must leave your home, your Head Landlord must have done 2 things:

* Served on you a Sub-Tenant’s notice to leave (this notice) with the relevant notice period accompanied by a copy of the notice to leave served on your Landlord; and
* Obtained an eviction order from the Tribunal.

1. If the Tribunal grants an eviction order to your Head Landlord, and you choose not to leave the Let Property by the date specified in that eviction order, your Head Landlord can instruct Sheriff Officers to serve a document called a “Charge for Removing” on you, which sets a date by which you must leave the Let Property. You will usually get 14 days’ notice. If you do not leave by this date, the Sheriff Officers will remove you after giving you a further 2 days’ notice.
2. Remember that you are liable to pay rent for the Let Property until the notice period expires. If your Head Landlord has given you notice to leave, and you wish to end your tenancy before the notice period expires, you may be able to end your tenancy early, but remember that this can only be done with your Head Landlord’s written agreement. If the Landlord does not agree, you will still have to pay rent for the Let Property until the end of the notice period, even if you have moved out. You should discuss this option with your landlord if this is something you would like to do.

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**WRONGFUL TERMINATION OF TENANCY**

1. If you leave your home once the notice period has ended, or through an eviction order issued by the Tribunal, and you are not satisfied that your Head Landlord genuinely wanted their property back under the eviction ground(s) outlined in Part 2, you can apply to the Tribunal for a wrongful termination order against your Head Landlord for a compensation amount not exceeding 6 months’ rent. More information about this, including how to apply to the Tribunal, is available on the Tribunal’s [website](https://www.housingandpropertychamber.scot/).

**GUIDANCE NOTES FOR HEAD LANDLORDS ON THE SUB-TENANT’S NOTICE TO LEAVE**

(These notes are for guidance only)

You will use this notice if your Sub-Tenant has a private residential tenancy, as set out in the Private Housing (Tenancies) (Scotland) Act 2016[[2]](#footnote-2), and you want to evict them from the Let Property.

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**WHEN TO USE THIS NOTICE**

1. You may serve this notice on your Sub-Tenant only in the following circumstances:
2. Your Sub-Tenant has a private residential tenancy; and
3. You are seeking to secure repossession using one or more of the following eviction grounds (listed in schedule 3 of the Private Housing (Tenancies) (Scotland) Act 2016):

* You intend to sell the Let Property
* Let Property to be sold by the mortgage lender
* You intend to refurbish the Let Property
* You intend to live in Let Property
* A family member intends to live in Let Property
* You intend to use the Let Property for non-residential purpose
* Let Property required for religious purpose
* Tenant not an employee
* Tenant no longer in need of supported accommodation
* You have been refused landlord registration or had your registration revoked
* Your HMO licence has been revoked or renewal has been refused
* An Overcrowding statutory notice has been served on you

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**GIVING THE RIGHT AMOUNT OF NOTICE**

1. You must give your Sub-Tenant the relevant amount of notice. The notice periods are:
2. 28 days’ notice if the Sub-Tenant has been entitled to occupy the property for six months or less.
3. 84 days’ notice is required if the Sub-Tenant has been entitled to occupy the property for over six months
4. The notice period is calculated from the date the Sub-Tenant(s) receives this notice (See ‘HOW TO SERVE THIS NOTICE’ section which provides important information on delivery times)

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**HOW TO COMPLETE THIS NOTICE**

1. As Head Landlord you should complete Parts 1 to 4 of this notice and attach a copy of the Notice to Leave served on your Tenant, i.e. the Sub-Tenant’s Landlord.
2. If your Sub-Tenant does not leave the Let Property by the date shown in Part 4, you will need to apply to the Tribunal to obtain an eviction order for their removal. The Tribunal will ask you to provide evidence to support the eviction ground(s) you are using to evict your tenant. It is advisable to include copies of any evidence along with this notice, to satisfy your Sub-Tenant that the eviction ground you are using is valid. This may encourage them to move out at the end of the notice period without you having to refer the case to the Tribunal.
3. If you end a tenancy or evict a Sub-Tenant wrongfully, by using an eviction ground which does not apply to the Let Property or the tenant in question, the Sub-Tenant(s) can refer the case to the Tribunal and you may be required to pay a compensation amount up to the amount of 6 months’ rent.

See ‘HOW TO SERVE THIS NOTICE’ section which provides important information on delivery times.

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**HOW TO SERVE THIS NOTICE**

1. After you sign and date the notice to leave form you must take steps to ensure your Sub-Tenant receives it as soon as possible. This notice must be served by you on the Sub-Tenant in one (or more) of the following ways:
2. by handing it to them
3. by sending it to them recorded delivery post at the address of the Let Property
4. by emailing it to them at their current email address (if they have previously agreed with their Landlord that email is their preferred contact method).
5. Section 26 of the Interpretation and Legislative Reform (Scotland) Act 2010 applies, which means that unless delivered personally, you must allow your Sub-Tenant 48 hours to receive this notice. This delivery time should be included in the amount of notice you give your Sub-Tenant. Your Sub-Tenant can challenge the 48 hour delivery time, but they must give evidence which shows the exact date they received this notice.
6. For example, if you are required to give your Sub-Tenant 28 days’ notice and you send the notice to leave by recorded delivery post on 23 January, your Sub-Tenant will be expected to receive the notice on 25 January. The 28 days' notice period will start on 25 January and end on 21 February. If your Sub-Tenant chooses not to leave the Let Property following the expiry of the notice period, the earliest date that you can submit an application to the Tribunal for an eviction order is 22 February.
7. If you have joint Sub-Tenants, all the Sub-Tenants must be named in Part 1 of this document or each Sub-Tenant must receive an individual copy of this notice.
8. You can also ask a Sheriff Officer to serve this notice on your Sub-tenant(s).

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**FURTHER GUIDANCE**

1. **Advice -** If you have questions about this notice, contact one of the following:

* your local council
* Shelter Scotland
* your local Citizen’s Advice Bureau
* a solicitor
* the Scottish Association of Landlords (a membership organisation)

**ANNEX 1**

**Notice to Leave served on the Sub-Tenant’s Landlord to be inserted/attached**

1. <http://www.legislation.gov.uk/asp/2016/19/contents/enacted> [↑](#footnote-ref-1)
2. <http://www.legislation.gov.uk/asp/2016/19/contents/enacted> [↑](#footnote-ref-2)