mygov.scot

Component Directory

gov.scot

Contents

Heading

EU Referendum - How will it impact my business?

ℹ **Type Style:** <H1>

Introductory text

You can use this form to ask questions about how the impact of the EU referendum may impact your business. Find out more about the potential [impact on business activities](#) and what [support](#) is available.

ⓘ **Type Style:** Default text

Supporting text

All fields marked with an asterisk must be filled in (∗)

ⓘ   **Type Style:** <H4>

Default text

We don't store any of the details you enter into this form.

Default text styles are set in the HTML body for the page and the size displayed is dependant on the viewport used to access the content. The style options and associated screen sizes are shown below:

Mobile (320px - 749px):
Font: Roboto **Size:** 16px **Line height:** 21px **Weight:** 400 **Colour:** #333333

Tablet, Desktop, HD (>970px):
Font: Roboto **Size:** 19px **Line height:** 28px **Weight:** 400 **Colour:** #333333

Before you start

Get a tenancy agreement

You can use this form to create a Scottish Government Model Tenancy Agreement (MTA). The MTA includes:

- a tenancy agreement
- all the terms you need to give your tenant

Details you'll need to complete your tenancy agreement

You'll need to know:

- details of all the tenants who'll be living in the property
- the property's address
- the start date of the tenancy
- rent details
- deposit details

If you don't know all the details you need

You can fill in the details you do know online, print the form and fill in the rest later.

Your details

We don't store any of the details you enter into this form.

Find out more about our use of data.

ⓘ **Type Style:** <H2>, Default text

Field area

1. **Required text**

2. **Label**

* **Previous role** (optional)

3. **Optional text**

Brief description of your duties and responsibilities in your previous role.

4. **Help**

Max approx 120 words.

5. **Hint**

Placeholder text

6. **Placeholder**

700 characters remaining

● **Please tell us about your previous role**

7. **Validation**

Type Style: <H3>, Default text, <H4> **Text field Border:** #D32205 2px
Text field Background: White

Button states

There are three types of buttons used on mygov.scot;
- Primary - these buttons are for progressive actions such as forward navigation
- Secondary - these buttons are for supplementary actions such as Edit
- Regressive - these are for actions such as backwards navigation, cancel and clear

Each type of button also has three separate states, defaut (the state displayed on page load) hover (when moused over or navigated to via keyboard) and active (when clicked upon). Styles for these are shown below:

DEFAULT	HOVER	ACTIVE
Primary		
White on #00437e	White on #00437e	65% White on #00437e
Secondary		
#0065bd on Transparent	#00437e on #f8f8f8	#00437e on #d9effc
Regressive		
#333 on Transparent	#00437e on #f8f8f8	#00437e on #d9effc

Forward / Backward button

Back

Next

Type Style: <H4>
Button size: 175px (w) x 56px (h)
Back button border: Black, 2px **Background colour:** White **Icon:** ic_navigate_before_48px.svg
Next button border: #0065BD, 2px **Background colour:** #0065BD **Icon:** ic_navigate_next_48px.svg

Progress

Property Details **(1 of 3)**

ℹ **Type Style:** <H2>, <H4>

Sidebar menu / Chapters

Property Details **(1 of 3)**

1	Property details
2	Furnishings
3	HMO
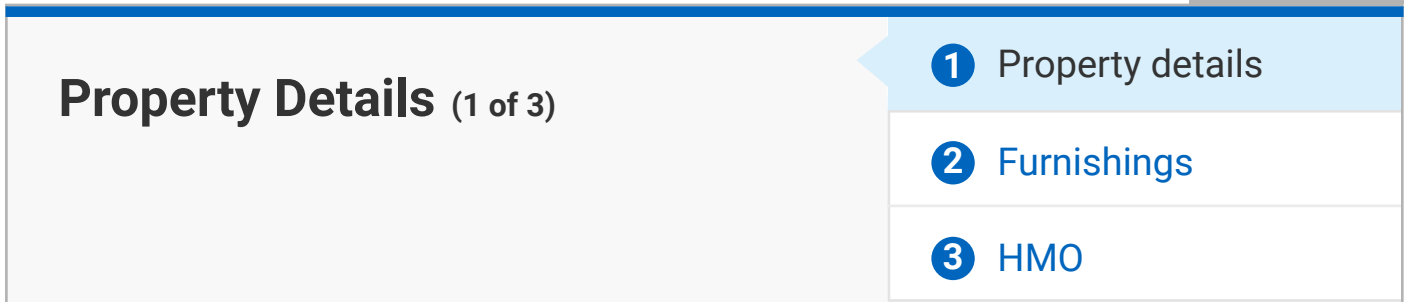
ⓘ **Sidebar menu options type style:** Default text
Menu border: #E3E3E3, 1px **Background colour:** White **Selected background:** #D9EFFC
Number circle colour: #0065BD Number type style: <H4>

Skipping / Branching pages

Letting Agents (1 of 2)

Is a letting agency managing the property?

◯ Yes   ⦿ No

| ‹ **Back** | **Next** › |

Skipping content / branching pages are triggered by responses given by users, the example above shows how a 'No' response has triggered a skipping content response and the example below demonstrates how the alternative 'Yes' option has triggered the branching content to appear.

Letting Agents (1 of 2)

Is a letting agency managing the property?

⦿ Yes   ◯ No

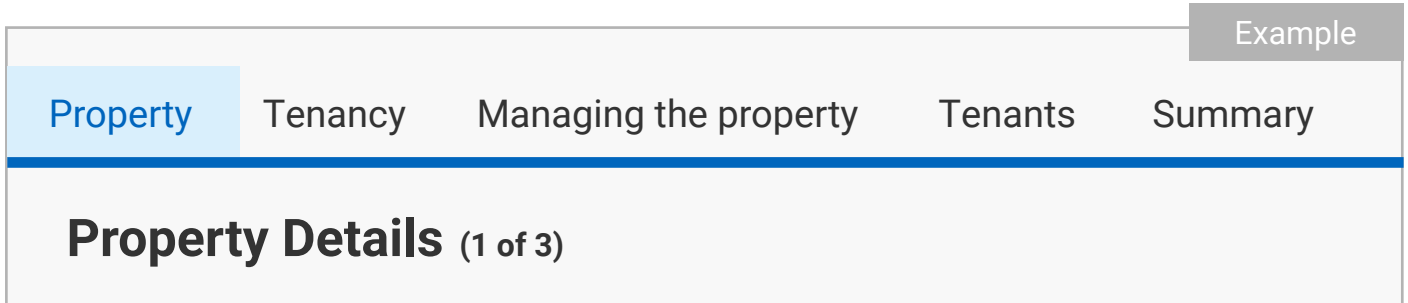## Letting agents details

Letting agent name

Agents registration number

ⓘ Any mix of type styles and components can appear in branching pages.

Topbar menu

| Property | Tenancy | Managing the property | Tenants | Summary |

Property Details (1 of 3)

Type Style: Default text
Menu baseline: #0065BD 7px **Background colour:** None **Selected background:** #D9EFFC

Add another

Add +

ℹ **Type Style:** <H4>, **Button size:** 175px (w) x 56px (h)
Border: #0065BD, 2px **Background colour:** #0065BD **Icon:** ic_add_24px.svg

Cancel

Cancel ✕

ⓘ **Type Style:** <H4>, **Button size:** 175px (w) x 56px (h)
Border: #0065BD, 2px **Background colour:** #0065BD **Icon:** ic_clear_24px.svg

Change

Change ✏

Type Style: <H4>, **Button size:** 175px (w) x 56px (h)
Border: #0065BD, 2px **Background colour:** #0065BD **Icon:** ic_edit_24px.svg

Close all

Close all ∧

ⓘ **Type Style:** <H4>, **Button size:** 175px (w) x 56px (h)
Border: #0065BD, 2px **Background colour:** White **Icon:** ic_keyboard_arrow_up_24px.svg

Done

Done ✓

Type Style: <H4>, **Button size:** 175px (w) x 56px (h)
Border: #0065BD, 2px **Background colour:** #0065BD **Icon:** ic_done_24px.svg

Download

Download ↓

ⓘ **Type Style:** <H4>, **Button size:** 175px (w) x 56px (h)
Border: #0065BD, 2px **Background colour:** #0065BD **Icon:** ic_arrow_downward_24px.svg

Edit

Edit ✏

ℹ **Type Style:** <H4>, **Button size:** 175px (w) x 56px (h)
Border: #0065BD, 2px **Background colour:** #0065BD, **Icon:** ic_edit_24px.svg

Expand all

Expand all ⌄

ℹ **Type Style:** <H4>, **Button size:** 175px (w) x 56px (h)
Border: #0065BD, 2px **Background colour:** White **Icon:** ic_keyboard_arrow_down_24px.svg

Reset

[Reset ⟳]

ⓘ **Type Style:** <H4>, **Button size:** 175px (w) x 56px (h)
Border: #0065BD, 2px **Background colour:** #0065BD **Icon:** ic_sync_24px.svg

Save

Save ✓

ℹ **Type Style:** <H4>, **Button size:** 175px (w) x 56px (h)
Border: #0065BD, 2px **Background colour:** #0065BD **Icon:** ic_done_24px.svg

Start

Start 〉

Type Style: <H4>, **Button size:** 175px (w) x 56px (h)
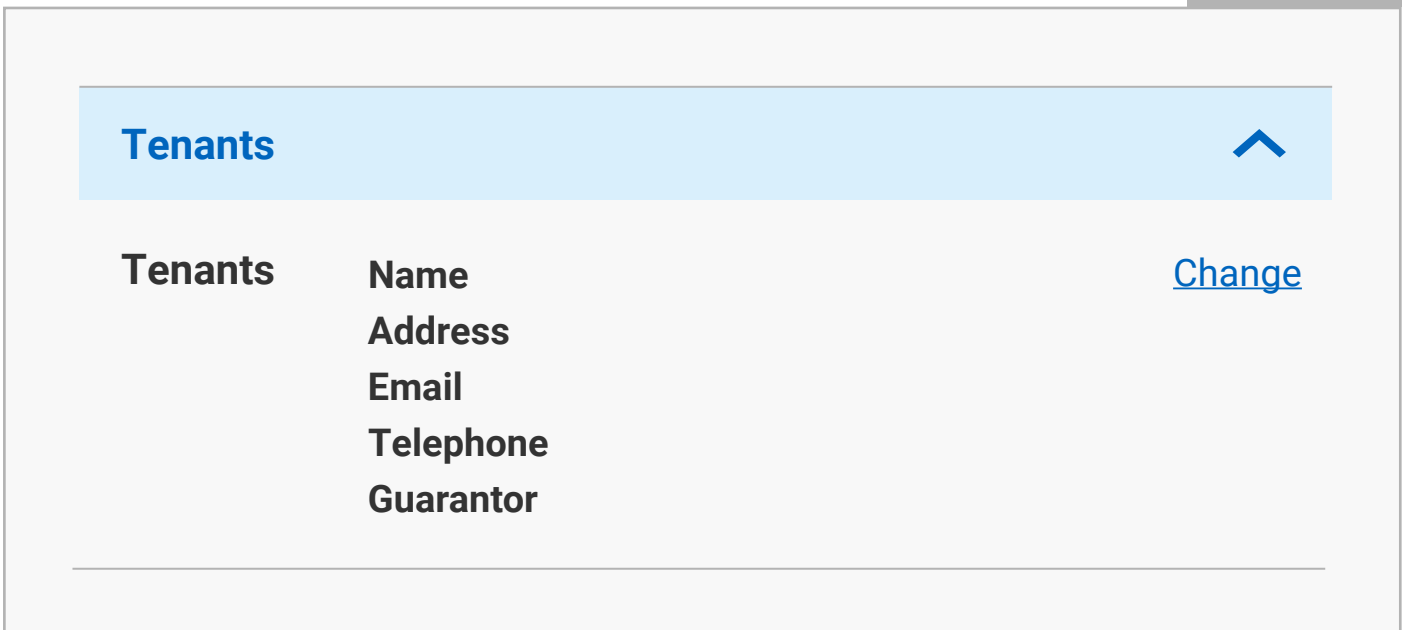**Border:** #0065BD, 2px **Background colour:** #0065BD **Icon:** ic_navigate_next_48px.svg

Accordion

Tenants ⌄

The accordion expands when clicked on to reveal further information as shown below.

Tenants ^

Tenants	**Name**	Change
	Address	
	Email	
	Telephone	
	Guarantor	

Multiple accordions should be used in combination with 'Expand all' and 'Close all' buttons to allow users to open or close all accordion content with one click:

Expand all ⌄   **Close all** ^

ⓘ **Type Style:** <H3>, Default text
Default state - Line: #B3B3B3, 2px **Background colour:** None **Icon:** ic_keyboard_arrow_down_24px.svg
Expanded state - Line: #B3B3B3, 2px **Background colour:** #D9EFFC (above) None (below)
Icon: ic_keyboard_arrow_up_24px.svg

Conditional fields

Is the home for rent a House in Multiple Occupation (HMO)?

◯ Yes   ⦿ No

| ‹ Back | Next › |

Conditional fields are triggered by responses given by users, the example above shows how a 'No' response has triggered navigation buttons and the example below demonstrates how the alternative 'Yes' option has triggered the conditional fields to appear. This is similar to skipping/branching content with the main difference being it is limited to a few fields as opposed to possible pages of branching content.

Is the home for rent a House in Multiple Occupation (HMO)?

⦿ Yes   ◯ No

HMO 24 hour contact number

[   ]

HMO licence expiry date
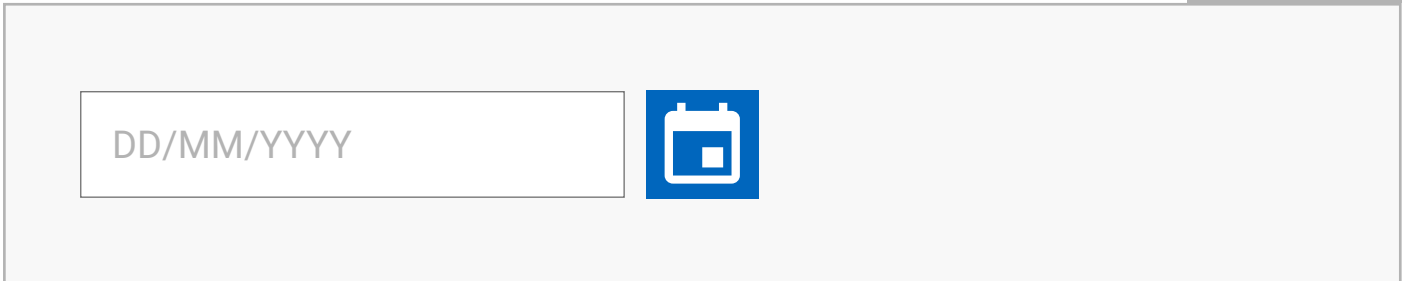
[DD/MM/YYYY] 📅

| ‹ Back | Next › |

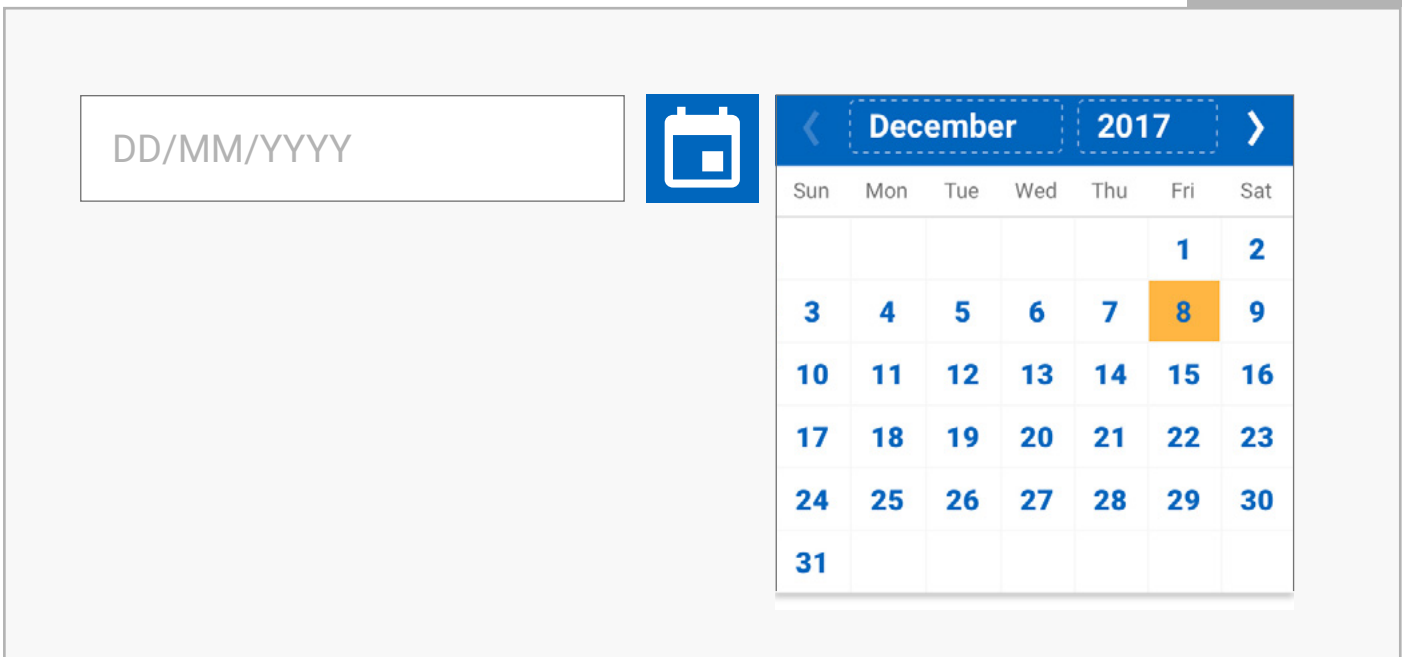ⓘ Any mix of type styles and components can appear in conditional fields.

Date picker

DD/MM/YYYY

When the icon is clicked on a scrollable calendar will appear on screen for users to pick a date which will then automatically populate the field.

DD/MM/YYYY

‹	December		2017		›	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Type Style: Default text **Border:** #727272, 1px **Background colour:** White
Icon: ic_event_48px.svg

Display text / information

Must-include terms (1 of 3)

These are the terms that, by law, you must give your tenant as part of a new tenancy agreement in Scotland. In the final tenancy agreement these terms are knowe 'mandatory clauses' of your contract. You can't change or get rid of any of these terms.

They cover things like:

- data protection
- access for repairs
- safety, such as laws about smoke detectors and gas safety

Your input has been inserted into the mandatory terms and is shown **highlighted in blue.** If you notice any errors you can go back to the relevant section and correct them.

Display text provides guidance to users before progressing to complete form areas.

ℹ **Type Style:** <H2>, <H3>, Default text

Dropdown menu

How will your tenant pay?

Choose payment method: ⬍

When clicked, the dropdown menu reveals a pop up menu of options as shown below.

How will your tenant pay?

✓ Choose payment method:

BACS
Direct debit
Bank transfer
Cash
Cheque
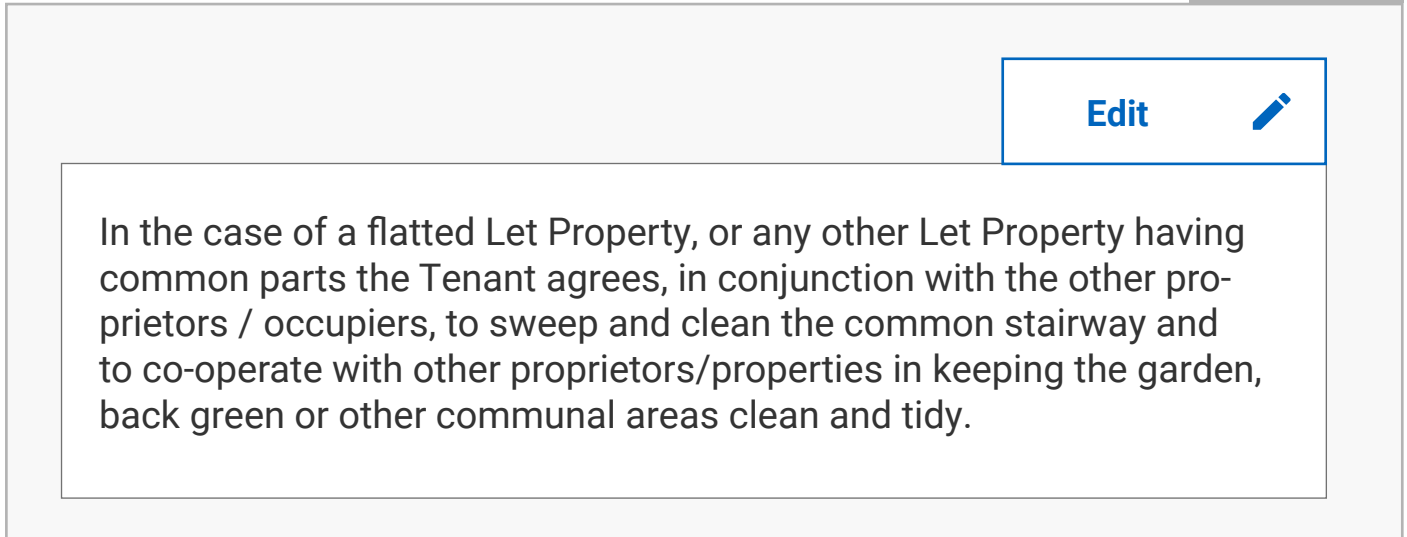Standing order
Other

ⓘ **Font:** <H3>, Default text
Default state - Line: #727272, 1px **Background colour:** None **Icon:** ic_arrow_drop_up_36px.
svg / ic_arrow_drop_down_36px.svg
Expanded state - Line: #B3B3B3, 2px **Background colour:** #D9EFFC (original button) EBEBEB
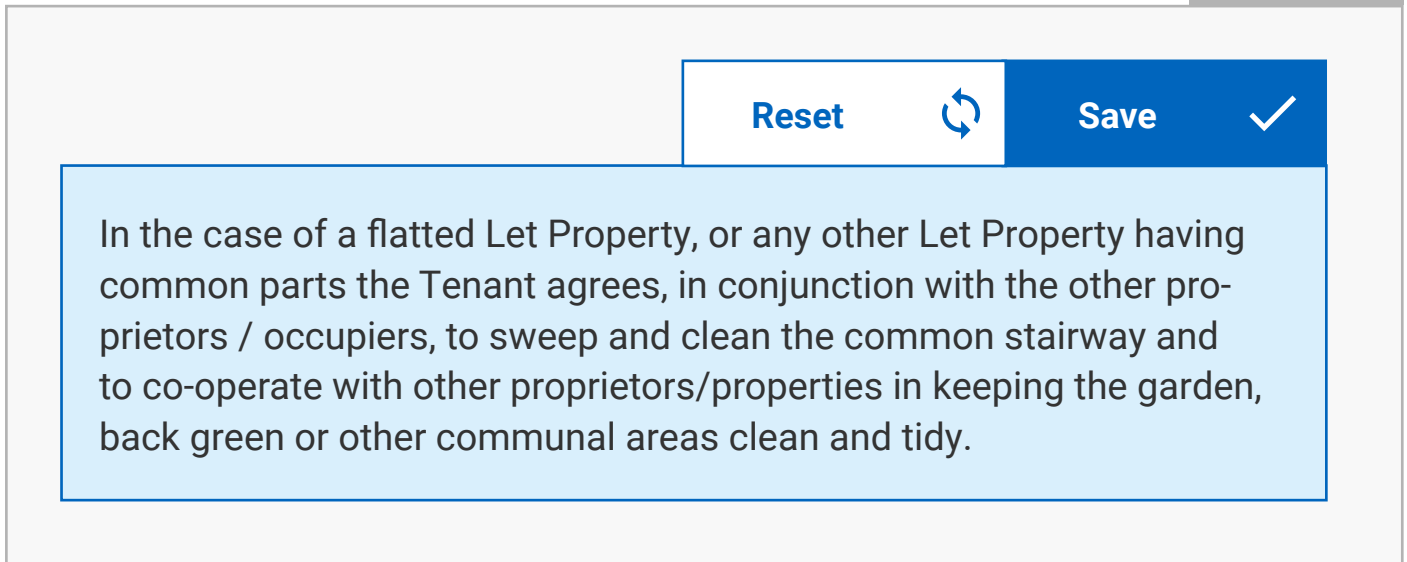(pop out) **Icon:** ic_done_24px.svg

Editable content

Edit ✏

In the case of a flatted Let Property, or any other Let Property having common parts the Tenant agrees, in conjunction with the other proprietors / occupiers, to sweep and clean the common stairway and to co-operate with other proprietors/properties in keeping the garden, back green or other communal areas clean and tidy.

When the edit button is clicked on the text field will become editable and two alternative buttons with options for reset and save will be displayed.
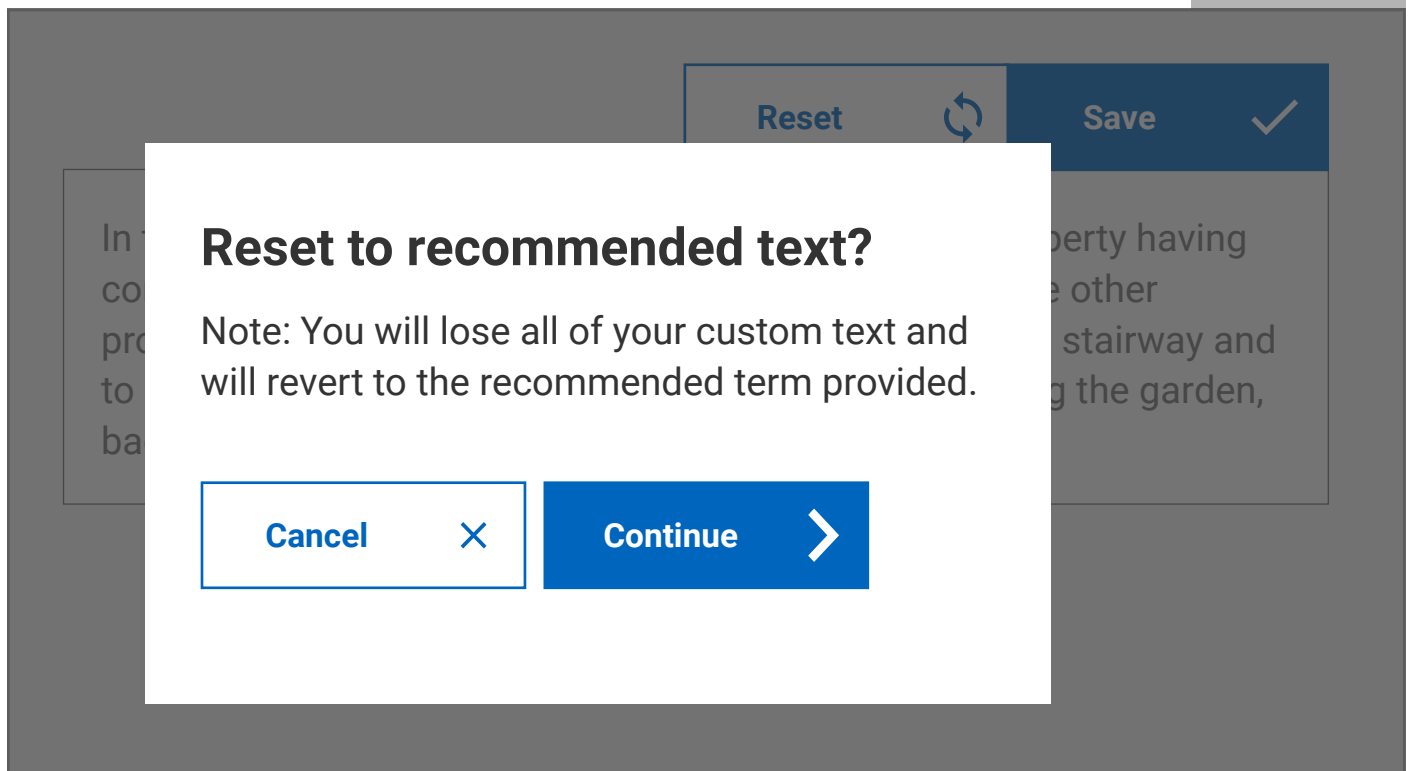
Reset ↻   **Save** ✓

In the case of a flatted Let Property, or any other Let Property having common parts the Tenant agrees, in conjunction with the other proprietors / occupiers, to sweep and clean the common stairway and to co-operate with other proprietors/properties in keeping the garden, back green or other communal areas clean and tidy.

When the reset button is selected a pop up message will appear on screen as shown on the next page, this is to guard against users typing in the field and accidentally resetting the field.

ℹ **Font:** Default text, <H4> (Buttons)
Text field default state - Line: #727272, 1px
Background colour: None
Text field editable state - Line: #0065BD, 2px
Background colour: #D9EFFC
Buttons: Edit, Reset, Save

Editable content (Continued)

Reset ↻   **Save** ✓

In t... ...perty having
co... ...e other
pr... ...stairway and
to... ...g the garden,
ba...

Reset to recommended text?

Note: You will lose all of your custom text and will revert to the recommended term provided.

Cancel ✕   Continue ➤

ℹ **Text styles:** <H2>, Default text, <H4> (Buttons)
Popup background colour: White **Buttons:** Cancel, Continue

External link

Benefits calculator ⬈ - GOV.UK

ⓘ **Text styles:** Default text **Icon:** ic_open_in_new_24px.svg

Feedback

Was this useful?

◯ Yes   ◯ No   ◯ Yes, but

Note: Your feedback will help us make improvements on this site. Please don't provide any [personal information](#) ⬈

Feedback is included on every page underneath the content and above the footer. Conditional fields are activated if the user makes an input. The comment box appears on selection of the 'Yes' option, a reason dropdown and comment box appear for both 'No' and 'Yes, but' options.

Was this useful?

◯ Yes   ⦿ No   ◯ Yes, but

| Please select a reason | ⬍ |

Your comments

Note: Your feedback will help us make improvements on this site. Please don't provide any [personal information](#)

⬈

Send ❯

Text styles: <H3>, Default text **Borders:** #727272, 1px **Field background:** White
Components: Radio buttons, Dropdown menu **Button:** Send **Icon:** ic_open_in_new_24px.svg

Formatted fields

Landlord registration number

[Find out more if you don't have a landlord registration number (opens in a new window)](#)

    _ _ _ _ _ _ / _ _ _ / _ _ _ _ _

Text styles: <H3>, Default text **Text field border:** #727272, 1px **Background colour:** White

Guidance / Help

Previous role

Brief description of your duties and responsibilities in your previous role.

ℹ **Text styles:** <H3>, Default text

Highlighted caution

(!) You are committing an offence if you don't stop when asked by the police.

(i) **Text styles:** Default text **Line:** #B3B3B3, 2px **Icon:** ic_error_24px.svg

Highlighted information

ℹ Unlike school, your child doesn't legally have to go to nursery or any kind of pre-school.

ℹ **Text styles:** Default text **Line:** #B3B3B3, 2px **Icon:** ic_info_24px.svg

Hyperlinked text

Use our business rates calculator to [estimate your business rates bill.](#)

ℹ **Text styles:** Default text

Manual address entry

Postcode

[   ] **Find address**

[Enter the address if it's outside the UK](#)

This component works in combination with the postcode lookup and provides users with an alternative option to enter their address manually. An example of the format for manual entry is shown on the following page.

ⓘ **Type styles:** <H3>, Default text, <H4> (Button)
Borders: #727272, 1px **Background colour:** White
Button: Find address

Manual address entry (Continued)

Postcode

[   ]   **Find address**

Enter the address if it's outside the UK

Building

[   ]

Street Address

[   ]

Town or City

[   ]

Region or Province

[   ]

Postcode

[   ]

Users can free type their address details into the fields above.

Number fields

Use our business rates calculator to [estimate your business rates bill.](#)

ⓘ **Text styles:** Default text

Postcode lookup (locked)

Postcode

[   ] **Find address**

This version of the postcode lookup requires users to enter a valid postcode which matches a specified dataset. Users will only be able to enter and select postcodes from a pre-defined list, no editable address fields will be returned on selection of the address.

Postcode

[EH6 5FN   ] **Find address**

Please select an address

[Select an address: ⬍]

The dropdown menu includes addresses relevant to the postcode entered and follows the component pattern for dropdown menus, examples are shown on the following page.

ⓘ **Type styles:** <H3>, Default text, <H4> (Button)
Borders: #727272, 1px **Background colour:** White
Button: Find address **Drop down icon:** ic_arrow_
drop_up_36px.svg and ic_arrow_drop_down_36px.svg

Postcode lookup (locked) (Continued)

Please select an address

✓ Select an address:
  My address is not listed
  1 QUINTINSHILL PLACE, EDINBURGH
  2 QUINTINSHILL PLACE, EDINBURGH
  3 QUINTINSHILL PLACE, EDINBURGH
  4 QUINTINSHILL PLACE, EDINBURGH
  5 QUINTINSHILL PLACE, EDINBURGH
  6 QUINTINSHILL PLACE, EDINBURGH
  7 QUINTINSHILL PLACE, EDINBURGH

When an address from the drop down menus has been selected the address will be displayed on the page.

Please select an address

1 QUINTINSHILL PLACE, EDINBURGH ⬍

1 QUINTINSHILL PLACE
EDINBURGH
EH6 5FN

ⓘ **Font:** <H3>, Default text
Drop down menu border: #B3B3B3, 2px
Drop down background colour: #D9EFFC
Pop out list border: #727272
Pop out list background colour: #EBEBEB
Pop out icon: ic_done_24px.svg

Postcode lookup (locked) (Continued)

If the 'My address is not listed' option has been selected the message below will be displayed under the address drop down menu:

Please select an address

My address is not listed ⬍

ℹ️ If you can't find your address, you should check whether it's listed with [Royal Mail (opens in a new window)](#). ↗️ If your address is listed with Royal Mail, but we still can't find it, you should send your address to us: [PostcodeQuery@gov.scot](#).

ℹ️ **Type styles:** <H3>, Default text
Drop down menu border: #B3B3B3, 2px **Drop down background colour:** #D9EFFC
Icon: ic_arrow_drop_up_36px.svg and ic_arrow_drop_down_36px.svg
Components: Highlighted information, External link

Postcode lookup (unlocked)

Postcode

[   ]   **Find address**

This version of the postcode lookup prompts users to enter a valid postcode and select the corresponding address from a dropdown list. When selected the address will appear pre-populated in editable fields that the user can further customise.

Postcode

[EH6 5FN]   **Find address**

Please select an address

[Select an address: ⬍]

The dropdown menu includes addresses relevant to the postcode entered and follows the component pattern for dropdown menus, examples are shown on the following page.

ⓘ **Type styles:** <H3>, Default text, <H4> (Button)
Borders: #727272, 1px **Background colour:** White
Button: Find address **Drop down icon:** ic_arrow_
drop_up_36px.svg and ic_arrow_drop_down_36px.svg

Postcode lookup (unlocked) (Continued)

Please select an address

✓ Select an address:
My address is not listed
1 QUINTINSHILL PLACE, EDINBURGH
2 QUINTINSHILL PLACE, EDINBURGH
3 QUINTINSHILL PLACE, EDINBURGH
4 QUINTINSHILL PLACE, EDINBURGH
5 QUINTINSHILL PLACE, EDINBURGH
6 QUINTINSHILL PLACE, EDINBURGH
7 QUINTINSHILL PLACE, EDINBURGH

When an address from the drop down menus has been selected a number of editable fields pre-populated with the relevant data will appear underneath the dropdown menu. A full example of this is shown on the following page.

ℹ️ **Font:** <H3>, Default text
Drop down menu border: #B3B3B3, 2px
Drop down background colour: #D9EFFC
Pop out list border: #727272
Pop out list background colour: #EBEBEB
Pop out icon: ic_done_24px.svg

Postcode lookup (unlocked) (Continued)

Postcode

EH6 5FN

Find address

Please select an address

1 QUINTINSHILL PLACE, EDINBURGH

Building

Street Address

1 QUINTINSHILL PLACE

Town or City

EDINBURGH

Region or Province

Postcode

EH6 5FN

Users can then edit ot add content in the fields as required.

Radio buttons

Type of home

Select the type of home for let:

- ⦿ Flat
- ◯ Bungalow
- ◯ Terraced House
- ◯ Semi-Detached House
- ◯ Detached House
- ◯ Other

Tick boxes can also be displayed side by side if only two options are listed.

Do you require assistance to complete this form?

◯ Yes   ◯ No

Type styles: <H2>, <H3>, Default text
Radio button size: 22px x 22px
Radio button border (default): #727272, 4px
Radio button border (selected): #0065BD, 4px **Centre circle:** 7.5px x 7.5px, #0065BD

Text field

Full name

ℹ **Type style:** <H3> **Border:** #727272, 1px **Background colour:** White

Tick box

☐ **Include this term in my tenancy agreement**

When selected a tick will appear in the tickbox field as shown below.

☑ **Include this term in my tenancy agreement**

ℹ **Type style:** <H3>
Tick box size: 30px x 30px
Tick box border (default): #727272, 1px
Tick box border (selected): #0065BD, 1px **Icon:** ic_done_24px.svg

What to do next information

What to do next

You must give your tenant:

- the tenancy agreement
- the must-include terms of your tenancy agreement, known as 'mandatory clauses', which are written in bold in your download
- the Scottish Government's 'easy read notes' that help explain the tenancy agreement and the tenancy agreement's clauses.

If you don't give your tenant these, your tenant can apply to a first-tier tribunal and make a claim for up to 3 months' rent.

i **Type style:** <H2>, Default text

What's this?

☑ **Is this Pending?**   [What's this?](#)

ⓘ **Type style:** <H3>, Default text

Error playback

Email

●●●●●●●●●●

● Please enter a valid email address

Type style: <H3>, Default text
Error playback text field border: #D32205, 2px
Circle size: 7px x 7px

Page reload validation

Oops, there's a problem...

There were some errors found on this form:

- **Phone number:** Use only the numbers 0-9 and the '+' character
- **Email:** Please enter a valid email address
- **Business Location:** Please select a business location

ℹ **Type styles:** <H2>, <H3>, Default text **Fail border:** #D32205, 4px **Background colour:** White

Results

Results

Tenant(s) ⌃

Name(s) and Address(es):

Mr A Tenant
("the Tenant(s)")

Where this is a joint tenancy, the term "Tenant" applies to each of the individuals above and the full responsibilities and rights set out in this Agreement apply to each Tenant who will be jointly and severally liable for all of the obligations of the Tenant under this Agreement.

Email address(es):
mrtenant@email.com
Telephone number(s)
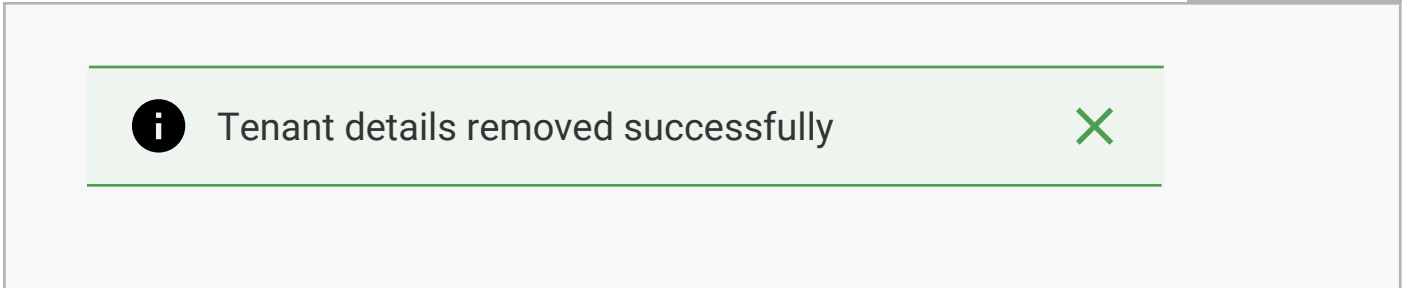0131 221 7000

Landlord(s) ⌄

Communication ⌄

The results section provides a playback to the user of the details they have entered in a form, this is similar to summary with the main difference being that results do not include the option to edit responses, where summary does.

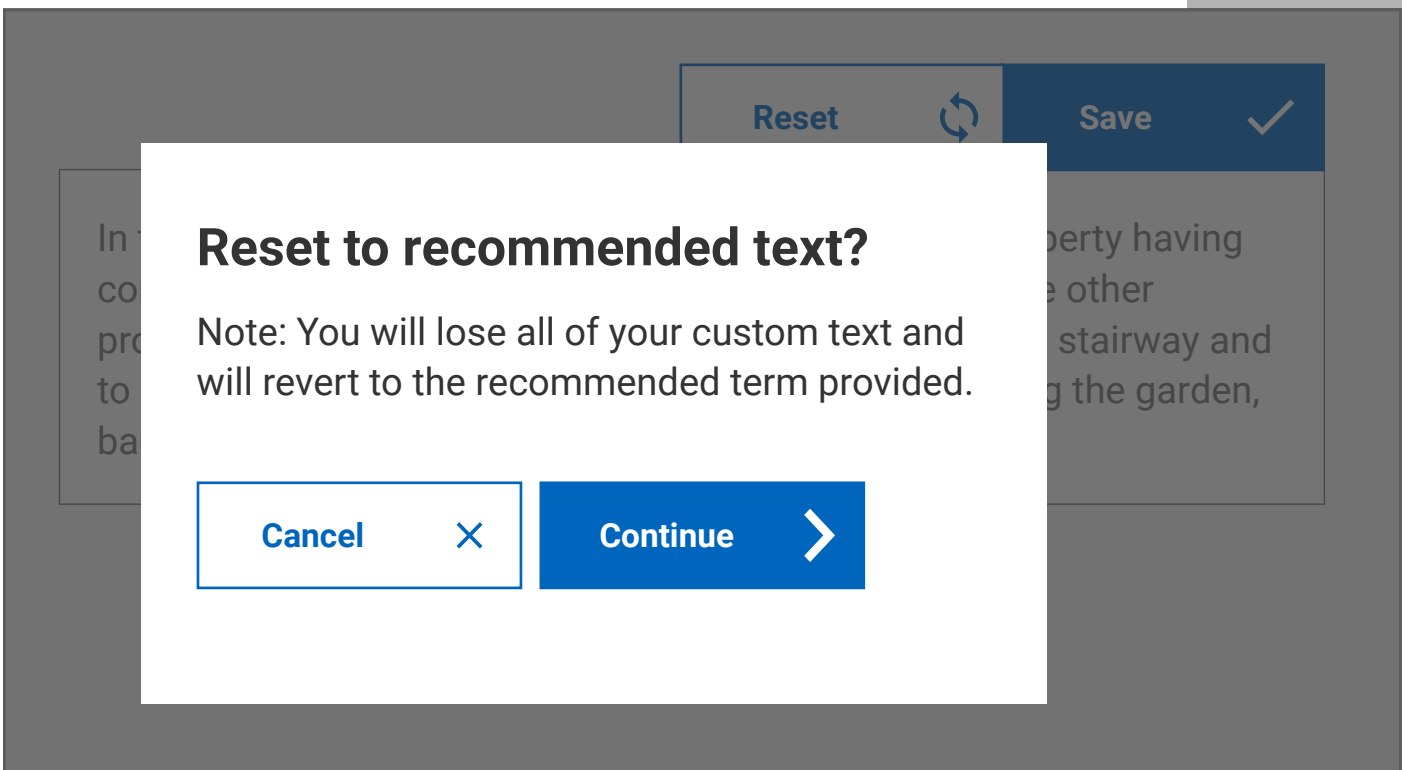ℹ **Type styles: <H2>, <H3>, Default text**

User notifications

ⓘ Tenant details removed successfully ✕

User notifications come in two main types, in-form notifications when actions such as 'Remove details' or 'Add details' have been performed and the pop-up type below where a secondary action is required to complete the task to guard against data loss.

Reset ⟳   **Save** ✓

In
co
pro
to
ba

Reset to recommended text?

Note: You will lose all of your custom text and will revert to the recommended term provided.

| Cancel ✕ | Continue ❯ |

perty having
e other
stairway and
g the garden,

ⓘ **User notification (top):**
Type styles: Default text   **Line:** #4E9D52, 2px   **Background:** #EDF5EE   **Icons:** ic_info_24px.svg and ic_info_24px.svg

ⓘ **User notification (bottom):**
Text styles: <H2>, Default text, <H4> (Buttons)
Popup background colour: White   **Buttons:** Cancel, Continue

Validation - instant

Email

●●●●●●●●●●   ✓

Email

●●●●●●●●●●

● **Please enter a valid email address**

ℹ **Validation (success):**
Type style: <H3> **Circle size:** 7px x 7px **Border:** #4E9D52, 2px **Background:** White
Icon: ic_done_24px.svg

ℹ **Validation (failure):**
Type style: <H3>, Default text **Circle size:** 7px x 7px **Border:** #32205, 2px **Background:** White

Captcha

I'm not a robot

reCAPTCHA

Privacy - Terms

Type styles: Default text **Text:** <p>, #0065BD **Border:** #727272, 1px **Component:** Tick box
Icon: CAPTCHA logo

Consent statement

☑ By ticking this box you are consenting to your data being used as laid out in the [consent statement](#)

ⓘ **Type styles:** Default text

Submit

Submit ✓

When clicked, the submit button should change to incorporate a spinner.

Submit ◟

ⓘ **Type styles:** <H4> **Icon:** ic_done_24px.svg and spinner

Generate PDF

PDF

[Your tenenacy agreement - PDF](#)

PDF

Download ↓

ℹ **Type style:** <Bold> **Icon**: ic_insert_drive_file_75x92px.svg **Document Icon Text:** <H2>
Button: Download

Generate Word

WORD

[Your tenenacy agreement - Word document](#)

Word document (.docx)

Download ↓

ⓘ **Type style:** <Bold> **Icon**: ic_insert_drive_file_75x92px.svg **Document Icon Text:** <H2>
Button: Download

Summary

Summary

Property ⌃

Address		change
Type		change
Facilities	None	change
Furnishing		change
HMO		change

Tenancy ⌄

Managing the property ⌄

Tenants ⌄

◁ **Back**   **Next** ▷

ⓘ **Any mix of type styles and components can appear in a summary section.**

Success page

Thank you...

Your application has been submitted. A summary has been sent to the email address provided.

Your reference number:

712 356 89001

(this is included in the email summary sent to you)

Next steps: indicate timescales, signpost to a tracker, contact or prompt to close window.

ℹ Type styles: <H1> <H2>, <H3>, Default text **Fail border:** #4E9D52, 4px **Background colour:** White

In development

Components currently in development are listed below:

- Alternative address capture
- Autofill
- Confirmation / Declarations
- Electronic signatures
- Reveal text
- Scrolling menus
- Timeouts

ⓘ This directory is a living document and components will be added in an ongoing basis, when finalised.
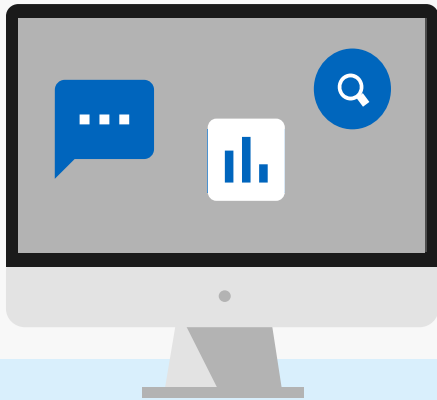
mygov.scot

For further information on any of the componets in this guide contact the mygov.scot team.

SGD00004

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This resource may be made available in alternative formats on request. Please contact the **mygov.scot team** to make a request.