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SCHEDULE 4

Regulation 5(2)

The form of, and the information to be contained in, every rent book or similar document required by section 79(1) of the Rent (Scotland) Act 1984 to be provided for use in respect of a dwelling-house under a contract to which Part VII of the Act applies.

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INFORMATION FOR TENANTS

NOTE: YOU OCCUPY THIS DWELLING-HOUSE UNDER A CONTRACT TO WHICH PART VII OF THE RENT (SCOTLAND) ACT 1984 APPLIES. THIS AFFECTS THE RENT WHICH YOUR LANDLORD MAY LAWFULLY RECOVER AND CONFERS A DEGREE OF SECURITY OF TENURE. YOUR LANDLORD MUST KEEP THE ENTRIES UP TO DATE.

- 1. Address of the dwelling-house and description of the premises to which the contract relates
.....
- 2. Name address and telephone number of the landlord and of his agent (if any)

3. RENT LAWFULLY RECOVERABLE

- (a) If no rent is registered
 - (i) The rent payable as from [date] under the contract is £ per week,
 - (ii) if furniture or services are provided the amount (if any) which is apportioned to them under the contract is
Furniture £..... Services £.....
- (b) If a reasonable rent has been registered following determination by the rent assessment committee
 - (i) *A rent of £..... per week for the dwelling-house comprised in the contract was approved by the rent assessment committee on
 - (ii) *The rent for the dwelling-house comprised in the contract was *reduced/increased* by the rent assessment committee to £..... on

* Delete if inapplicable

4. ALTERATIONS IN RENT

- (a) Either you or the landlord may refer the contract to the rent assessment committee to fix a reasonable rent. On such a reference, the rent assessment committee may approve the rent payable under the contract or may reduce or increase the rent to such sum as they consider reasonable or may, if they think fit in all the circumstances dismiss the reference. Any approval, reduction or increase may be limited to the rent payable in respect of a particular period.
- (b) The rent determined by the rent assessment committee is registered and it then becomes a criminal offence for any person to require or receive, on account of rent for that dwelling under any contract, more than the registered rent. Any overpayment of rent may be recovered by you.
- (c) Once a rent has been registered, then for three years after the rent was last considered by the rent assessment committee no new application for the registration of a different rent can be made, except by you and the landlord acting together, or where there has been a change in the circumstances taken into account when the rent was last considered - for example a change in the terms of the tenancy or in the furniture supplied, or in the condition of the dwelling-house.
- (d) If you agree to a change in rent or any other terms of the contract without reference to the rent assessment committee you will no longer have a Part VII contract.

5. SECURITY OF TENURE

- (a) The landlord can recover possession of a dwelling-house subject to a Part VII contract only by obtaining an order for possession from the sheriff. This means that if he serves a notice to quit on you, you do not have to leave by the date stated in the notice. If you feel you cannot leave at that time, before you can be evicted the landlord must first get an order for possession from the sheriff.
- (b) A tenancy cannot be terminated until a valid notice is served. To be valid a notice to quit must be in proper form and in writing and give at least four weeks' notice.
- (c) When the notice to quit takes effect the landlord is entitled, if you do not leave voluntarily, to obtain an order for possession of the dwelling from the sheriff. The landlord cannot evict

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you from the dwelling without such an order from the sheriff and it is a criminal offence for him or for anyone to try to make you leave by using force, by threatening you or your family, by withdrawing services or by interfering with your home or your possessions. If anyone does this, you should contact the police immediately

6. HOUSING BENEFIT

If you have difficulty in paying your rent, you should apply to your District or Islands Council for Housing Benefit. You may obtain further information about Housing Benefit from your local Council Offices or Citizens' Advice Bureau.