

SCHEDULE 1

Regulation 2

APPLICATION BY A TENANT TO THE FIRST-TIER TRIBUNAL

TENANT'S NOTIFICATION TO A LANDLORD UNDER SECTION 14(3) OR 16(3)(c) OF THE PRIVATE HOUSING (TENANCIES) (SCOTLAND) ACT 2016 (THE ACT) OF THE TENANT'S INTENTION TO MAKE AN APPLICATION TO THE FIRST-TIER TRIBUNAL FOR SCOTLAND (THE TRIBUNAL) IN CONNECTION WITH A FAILURE TO SUPPLY IN WRITING ALL TENANCY TERMS AND/OR ANY OTHER SPECIFIED INFORMATION

Important: information for Landlord(s) – please read this notice carefully.

This notice informs you, as a Landlord, that your Tenant(s) wants to make an application to the Tribunal because you have failed to give them a copy of all the written terms of their tenancy and/or you have failed to give any other specified information.

The notice also tells you if your Tenant is looking for a payment order from the Tribunal. If a payment order is awarded, you may need to pay your Tenant up to a maximum of six months' rent.

If you give your Tenant(s) all the required information before the date noted in Part 2, your Tenant(s) can't make an application to the Tribunal.

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)

Part 1 – Landlord(s) or Agent's details

To: (name of the Landlord(s) or Agent): _____

At: (address of Landlord(s) or Agent) _____

Part 2 – Tenant(s) details and missing information

This gives you notice that:

(name of Tenant(s)): _____

Status: This is the original version (as it was originally made).

At: (address of Let Property) _____

intends to make an application to the Tribunal no earlier than

_____ (insert the day after the 28 days' notice period ends) for:

Failure to give me all the written terms of my tenancy as required under section 10 of the Act.

(Give details of the missing written tenancy terms): _____

Failure to give me the following information specified in regulations made under section 11 of the Act:

(Give details of the information your Landlord should have given you): _____

A payment order under section 16 of the Act.

Signed: _____ (Tenant or Tenant's agent
(if appropriate))

Date: _____

Address of Tenant's agent (if appropriate): _____
