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SCHEDULE 2

Regulation 3

REFERRAL BY A TENANT TO A RENT OFFICER

TENANT'S RENT INCREASE REFERRAL TO A RENT OFFICER UNDER SECTION 24(1) OF THE PRIVATE HOUSING (TENANCIES) (SCOTLAND) ACT 2016

This version of the form is in place until such time as section 1 and schedule 1 of the Cost of Living (Tenant Protection) (Scotland) Act 2022 is suspended or expired.

Scottish Ministers have temporarily set a cap on the maximum amount by which rent can be increased within a tenancy via the Cost of Living (Tenant Protection) (Scotland) Act 2022. This notice has been updated to take account of the permitted rate (also known as the "rent cap") for the private rented sector. The rent cap is temporary and will remain in place until such time as it is suspended or expired.

Further information on the emergency measures introduced by the Cost of Living (Tenant Protection) (Scotland) Act 2022, including the cap on within-tenancy rent increases, is available on the Scottish Government website: - www.gov.scot/publications/rent-cap-private-landlord-guidance/pages/summary/

IMPORTANT: INFORMATION FOR TENANT(S)

You should use this form if you, as a tenant, seeking to refer a rent increase notice to a Rent Officer because:

- Your Landlord has given you a rent-increase notice; AND
- You think the increase may be above the amount permitted by the rent cap.

The Rent Officer will aim to send you the verification letter as soon as practicable.

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

You can fill in this form online. If you are filling in your form by hand, please use BLOCK CAPITALS. If there are boxes to tick, tick only one.

Important Information before completing the application form

Rent Officers are independent officers appointed under the Rent (Scotland) Act 1984, who will verify whether the proposed rent increase is within the permitted rent cap.

You should read this referral form carefully and aim to complete it fully (there are notes to help you). If there are any questions that are not relevant to your circumstances, please mark them as 'not applicable' or 'N/A'.

Once you have filled in your referral form please send it to:

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Rent Service Scotland
 2nd Floor
 Endeavour House
 1 Greenmarket
 Dundee
 DD1 4QB

Once you have sent the referral form you must 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.

Advice - If you have questions about this referral 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).

Notes to assist you completing the questions on this referral form

| | |
|---|--|
| Question 1(a) This is the address of the property where you currently live. We may phone you or send an email, so please give us your current telephone number and email address. | Question 3(a) We need to know how much rent you are paying and how often you pay it. |
| Question 1(b) If an agent (or another person) acts on your behalf please give us all their contact details, including their address. This can be someone who acts on your behalf to deal with your personal affairs. You must have agreement with this person that they can carry out this role for you. | Question 3(b) We need to know the proposed rent and how often you will need to pay it. |
| Question 2(a) We need to write to your Landlord so please provide all the necessary contact details, including their address. | Question 4 Please provide the necessary documents with your referral and tick the appropriate box(es) that you have done so. |
| Question 2(b) If an agent (or another person) acts on your Landlord's behalf please give us all their contact details, including their address. | Question 5 Please make sure that you (or your agent) sign the form. Failure to do so will make the referral invalid. You do not need to sign the form if you are filling it in online – just enter your name. |

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Question 1 - Tenant's details

- (a) Tenant's Name, Address, Postcode and contact details (telephone number and email address)

Name _____

Address _____

Postcode _____

Telephone Number _____

Email Address _____

Name (if more than one tenant) _____

Address _____

Postcode _____

Telephone Number _____

Email Address _____

- (b) Tenant's Agent's Name, Address, Postcode and contact details (telephone number and email address). **For information on who can act as your Agent please see the 'Notes to Assist' section.**

Name _____

Address _____

Postcode _____

Telephone Number _____

Email Address _____

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Question 2 – Landlord’s Details

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

Name _____

Address _____

Postcode _____

Telephone Number _____

Email Address _____

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

Name _____

Address _____

Postcode _____

Telephone Number _____

Email Address _____

Question 3 – Your rent

(a) How much rent are you paying now?

£ _____ per *week/fortnight/4 weeks/month/quarter/year

(b) What is the new amount of rent?

£ _____ per *week/fortnight/4 weeks/month/quarter/year

* delete as appropriate

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

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Question 4 – Documents required to support your referral

When you send your referral to us you should attach copies of documents which the Rent Officer will need to verify the proposed rent increase. You should attach the following:

- (a) A copy of your tenancy agreement
- (b) A copy of the rent-increase notice you received from your Landlord

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

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

Question 5 – Declaration

I make a referral to a Rent Officer for a verification of whether the proposed rent increase is in line with the amount permitted by the rent cap 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 referring to a Rent Officer.

I understand that if the Rent Officer determines the rent increase notice is above the permitted rate, the Rent Officer will make an order of an increase to my rent of the permitted rate.

Signed _____

(Tenant or Tenant's Agent)

Name in BLOCK CAPITALS _____

In the case of Joint Tenants all tenants must sign this form.

Date _____