

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE 4

Regulation 5

**FORM AT4: FOR USE ONLY BY A TENANT**

**ASSURED TENANCIES AT4**

**HOUSING (SCOTLAND) ACT 1988**

**Referral of a rent increase notice by a tenant to a Rent Officer under section 24(3) of the Housing (Scotland) Act 1988**

---

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 are 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/](http://www.gov.scot/publications/rent-cap-private-landlord-guidance/pages/summary/)

---

**IMPORTANT: INFORMATION FOR TENANT(S)**

This form should be used if you as tenant are seeking to refer a rent increase notice to a Rent Officer for your assured tenancy. This might be as a result of Notice AT2 having been served on you by your landlord (a Notice AT2 proposes an increase in rent for an assured tenancy). You are advised to read this application form carefully. Complete the form as fully as you can. Insert 'NOT KNOWN' where the information is not available. Where boxes are shown tick only one. It would be helpful if you would type your answers or use BLOCK CAPITALS if you are filling in your form by hand.

---

**Part 1.** Address of house being let.  
.....  
.....

---

**Part 2.** Name, address and telephone number of landlord.  
.....  
.....

Name, address and telephone number of landlord's agent (if any).  
.....  
.....

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

---

**Part 3.** Name and telephone number of tenant(s).

.....

.....

Name, address and telephone number of tenant’s agent (if any).

.....

.....

---

**Part 4.** What rent are you paying now?

£..... [per week\*] [per month\*] [per year\*]

If you are responding to a rent increase proposed by your landlord please attach a copy of Notice AT2 which gave notice of the proposed new rent.

\*delete as appropriate

---

**Part 5.** 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 in part 1 above. I have informed my landlord that I am making this referral. 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)

Date .....

(in the case of joint tenants all tenants should sign)

---

**Part 6.** In submitting your application you should attach copies of certain documents which the Rent Officer will need to verify the proposed rent increase. You should attach the following:

a. A copy of the existing tenancy agreement or written document setting out the terms of the tenancy.

b. A copy of Notice AT2 if one has been served on you by your landlord (including any attachments to that form).

**Status:** *This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

Any documents which you send with this application will be returned to you as soon as possible.

Tick each box to indicate that you have attached the relevant form.

Please send this application form to the Rent Officer.