

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

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

This form should be used if you as a tenant are seeking a determination of rent from a Rent Officer after your landlord has served you with a rent increase notice and you think the increase may be too high.

You are advised to read this notification and the accompanying notes carefully. Complete the form as fully as you can (notes to assist you are provided on pages 6 & 7).

In determining the rent, the Rent Officer has the power to vary the rent upwards or downwards

You can complete this form online. If handwriting the application, please use BLOCK CAPITALS. Where boxes are shown please tick only one.

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**Question 1 – Tenant's Details**

- a) Please provide Name, Address, Postcode and contact details (telephone number and email address) of the tenant(s).

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- b) Please provide Name, Address, Postcode and contact details (telephone number and email address) of the tenant's agent (if any).

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**Question 2 – Landlord's Details**

- a) Please provide the Name, Address, Postcode and contact details (telephone number and email address) of the landlord.

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b) Please provide the Name, Address, Postcode and contact details (telephone number and email address) of the landlord's letting agent (if any).

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**Question 3 - Details of the Property**

a) Please say what kind of property it is, such as a detached or terraced house or flat or part of a house. (If a flat give location in stair e.g. 1F1)

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b) Please give the number and type of rooms (e.g. bedroom, living room, kitchen etc.)

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c) Is there any accommodation or facilities shared with another tenant? If yes, please give details  No

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d) Is there any accommodation or facilities shared between the tenant and landlord? If yes, please give details  No  Yes

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e) Does the tenancy include a garage, garden, yard or any other separate building or land? If yes, please give details  No  Yes

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f) Does the property have Central Heating ?  No  Yes

g) Does the property have Double Glazing ?  No  Yes

No  Yes  
 No  Yes

**Question 4 – Services**

a) Are any services provided under the tenancy (such as cleaning, maintenance of communal parts, repairs)?  
If yes, please give details

No  Yes

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b) How much rent is charged for these services?

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**Question 5 – Furniture**

Is furniture provided under the tenancy? If yes, please attach a list of the furniture provided. If you do not have a list please prepare one and attach it to this form.

No  Yes

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**Question 6 – Improvements**

a) Have you (or a previous tenant under the same tenancy) carried out any improvements or replaced fixtures, fittings, or furniture for which you were NOT responsible under the terms of the tenancy? If yes, please give details including the costs (actual or estimated) and the approximate date on which the work was carried out.

No  Yes

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b) Has the landlord made any improvements to the property since the start of your tenancy?  
If yes, please give details

No  Yes

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**Question 7 – Disrepair**

Is there any disrepair or other defects to the house

No  Yes

or to any fixtures, fittings or furniture due to a failure by you or a previous tenant under the same tenancy to comply with the terms of the tenancy? If yes, please give details.

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**Question 8 – What rent are you paying now**

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

Please attach a copy of the rent-increase notice which tells you about the proposed new rent.

\* delete as appropriate

**Question 9 – Documents required to support your application.**

In submitting your application you should attach copies of certain documents which will be required by a Rent Officer to help him or her make a determination of the open market rent. You should attach the following:

- c) A copy of your tenancy agreement
- d) A copy of the rent-increase notice you received from your landlord
- e) If your landlord provides furniture, a list of the furniture

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

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

**Question 10 – Reasons for your appeal**

Please advise why you wish to appeal against your landlord’s proposed rent amount.

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**Question 11 – The inspection of your property**

To establish the rent for your property the Rent Officer may decide to inspect your property and this would take place during normal office hours – Monday - Friday between 9.00 am and 3.30 pm. Please advise of the dates over the next month when you are **NOT AVAILABLE** for an inspection.

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Please also note that your landlord will be invited to the inspection. An inspection may be re-scheduled only once and if you are unavailable for an initial or re-scheduled inspection an adjudication decision will be made on your rent amount.

**Question 12 – Declaration**

I apply to a Rent Officer for a determination of the open market rent for the property at the address shown in part 1(a).

I agree to send a copy of this form to my landlord.

Signed.....

.....  
(tenant or tenant’s agent)

In the case of joint tenants all tenants should sign this form.

Date.....

## Notes to assist you completing the questions on this application form

<p><b>Question 1(a)</b> This is the address of the property where you currently live. We may decide to telephone you or send an email so please provide your current telephone number and email address.</p>	<p><b>Question 4(a)</b> This information will only be relevant if services are included in the amount of rent you pay for the property where you currently live. If this is the case please provide details of the services you receive e.g. stair cleaning, garden maintenance, door entry maintenance, communal area maintenance etc.</p>
<p><b>Question 1(b)</b> If an agent (or another person) acts on your behalf please provide all the necessary contact details, including the address, of that person.</p>	<p><b>Question 4(b)</b> Please provide details of how much of your rent is for any services that you receive.</p>
<p><b>Question 2(a)</b> We need to write to your landlord so please provide all the necessary contact details, including the address, of your landlord.</p>	<p><b>Question 5</b> This information will only be relevant if furniture is included in the amount of rent you pay for the property where you currently live.</p>
<p><b>Question 2(b)</b> If an agent (or another person) acts on your landlord's behalf please provide all the necessary contact details, including the address, of that person.</p>	<p><b>Question 6(a)</b> We need to know about any improvements that you have made to your property which was not your responsibility under your tenancy agreement.</p>
<p><b>Question 3(a)</b> We need to know what type of property you currently live in.</p>	<p><b>Question 6(b)</b> We need to know about any improvements that your landlord has made to your property since the start of your current tenancy.</p>
<p><b>Question 3(b)</b> We need to know how many rooms there are in your property and the description. Please list (inc the number of) every room except the bathroom, WC or utility room.</p>	<p><b>Question 7</b> We need to know about any defects or disrepairs in the property caused by you.</p>
<p><b>Question 3(c)</b> Please let us know about any part of your property that is shared with another tenant.</p>	<p><b>Question 8</b> We need to know how much rent you are paying and the frequency of the rent.</p>
<p><b>Question 3(d)</b> Please let us know about any part of your property that is shared with your landlord.</p>	<p><b>Question 9</b> Please provide the necessary documents with your application and tick the appropriate box that you have done so.</p>
<p><b>Question 3(e)</b> We need to know details of all the outside space that is included in the tenancy.</p>	<p><b>Question 10</b> Please provide as much information for the reason you wish to appeal against the landlord's proposed rent increase.</p>
<p><b>Question 3(f)</b> We need to know if the property has central heating.</p>	<p><b>Question 11</b> We may decide to inspect your property therefore it is important that you provide us with the dates when you <b>WILL NOT BE AVAILABLE</b> for an inspection.</p>

**Question 3(g)** We need to know if the property has double glazing.

**Question 12** Please make sure that you (or your agent if applicable) sign the form otherwise we will need to return it to you. Please note that you do not need to sign the form if you are completing it on line – simply enter your name. Please note it is your obligation to send a copy of the form to your landlord.

### **Important Information before completing the application form**

Rent Officers are independent officers appointed by statute, who will determine your rent by comparing similar size properties in your area. On receipt of your application form the Rent Officer may decide to inspect your property, therefore it is important that you tell us when you will **not** be available for an inspection.

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

Once completed please send your application form to:

Rent Service Scotland  
2<sup>nd</sup> Floor  
Endeavour House  
1 Greenmarket  
Dundee  
DD1 4QB

Once you have submitted the application form to us, if any of the information you have provided changes, you must inform Rent Service Scotland immediately.

If you need to contact us about anything relating to this form please telephone us on 0300 244 7000 or email us on [rss.dundee@gov.scot](mailto:rss.dundee@gov.scot).

**PLEASE NOTE - You cannot refer a case to a Rent Officer for a rent determination if the let property is located in a Rent Pressure Zone. If you are unsure about this please contact the office as detailed above.**