
SCOTTISH STATUTORY INSTRUMENTS

2015 No. 369

The Private Rented Housing Panel (Tenant and Third Party Applications) (Scotland) Regulations 2015

PART 2

Applications to the panel

Application

5.—(1) An application must be made by written notice and may be made on a form obtained from the offices of the panel.

(2) Where a tenant makes an application—

(a) in addition to the tenant's reasons as required by section 22(2) of the Act⁽¹⁾ (reasons for considering that the landlord has failed to comply with the landlord's duty), the application must state—

- (i) the name and address of the tenant;
- (ii) that the application is made under section 22(1) of the Act;
- (iii) the name, address, and profession of any representative of the tenant;
- (iv) the name of the landlord;
- (v) the address of the landlord, or the name, address and profession, if known, of any representative of the landlord;
- (vi) the landlord's registration number, if known;
- (vii) the nature of the work requiring to be done; and
- (viii) that the landlord has been notified of the work; and

(b) the application must be signed by the tenant or by a representative of the tenant.

(3) Where a third party applicant makes an application—

(a) in addition to the third party applicant's reasons as required by section 22(2) of the Act, the application must state—

- (i) the name and address of the third party applicant;
- (ii) that the application is made under section 22(1A) of the Act;
- (iii) the name and address of the tenant;
- (iv) the name, address and profession, if known, of any representative of the tenant;
- (v) whether or not the tenant wants to be a party to the proceedings;
- (vi) the name of the landlord;

⁽¹⁾ Section 22(2) was amended by section 25(1) of the Housing (Scotland) Act 2014.

- (vii) the address of the landlord, or the name, address and profession, if known, of any representative of the landlord;
 - (viii) the landlord's registration number, if known;
 - (ix) the nature of the work requiring to be done; and
 - (x) that the landlord has been notified of the work; and
- (b) the application must be signed by the third party applicant or by a representative of the third party applicant.
- (4) Where a property fails to meet the repairing standard in more than one respect, the applicant may raise multiple issues relating to the repairing standard in one application.
- (5) The application must be accompanied by—
- (a) a copy of the lease or tenancy agreement, or if these are not available as much information about the tenancy as the applicant can give;
 - (b) a copy of the notification referred to in paragraph (2)(a)(viii) or (3)(a)(x) and any subsequent correspondence relating to that notification.