

## SCHEDULE 1

The First-tier Tribunal for Scotland Housing and Property Chamber Rules of Procedure 2016

### PART 3

#### Procedure in respect of private rented applications

##### *Procedure in respect of Assured Tenancy References to the First-tier Tribunal*

#### **Giving of notices in respect of assured tenancy references, etc.**

**64.** Where a notice or other written matter is required under the provisions of these Rules in respect of assured tenancy references to the First-tier Tribunal to be served, given or supplied by the First-tier Tribunal to a party or parties, it shall be sufficient compliance with the Rules if the notice or matter is served, given or supplied—

- (a) by delivering it to the party or to the party's agent where a party has appointed an agent to act on the party's behalf;
- (b) by leaving it at the last known address of the party or the party's agent; or
- (c) by sending it by recorded delivery letter to the party or the party's agent at that address.