

SCHEDULE 4

Regulation 5

APPLICATION BY A LANDLORD TO A RENT OFFICER

**LANDLORD'S APPLICATION TO A RENT OFFICER FOR A RENT INCREASE AS A RESULT OF IMPROVEMENTS MADE TO A PROPERTY IN A RENT PRESSURE ZONE UNDER SECTION 42(1) OF THE PRIVATE HOUSING (TENANCIES) (SCOTLAND) ACT 2016**

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

You should use this form if:

- you have made improvements to a let property in a designated Rent Pressure Zone (RPZ);  
AND
- you want to apply for a rent increase to reflect an improvement to the property.

A Rent Officer will decide the rent amount allowable for the improvements and will aim to send their decision within 35 days of receiving your completed form.

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, only tick one.

**Important Information before completing the application form**

Rent Officers are independent officers appointed under the Rent (Scotland) Act 1984 who will decide the additional amount of rent for the improvements to your Let Property. There is more information on what an improvement is on the website at <https://www.mygov.scot/improvements-rent-service-scotland/> and further information on Rent Pressure Zones on the website at <https://www.mygov.scot/rent-pressure-zone-checker/>.

**Part of the process may involve inspecting the property, so it is important that you include the contact details for the Tenant.**

You should read this application 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 this as 'not applicable' or 'N/A'.

Once you have filled in your application please send it to:

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

Once you have sent the application form you must inform Rent Service Scotland immediately if any of the information you have provided changes.

*Status: This is the original version (as it was originally made).*

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](mailto:rss.dundee@gov.scot)

**Advice** - If you have questions about this application 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).
- the Scottish Association of Landlords (a membership organisation)

**GUIDANCE NOTES FOR LANDLORDS**

<p><b>Question 1(a)</b> 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.</p>	<p><b>Question 3</b> Please give us details of all the improvements you have made to the Let Property since the start of the tenancy, or since the rent has changed during the current tenancy (if applicable).</p>
<p><b>Question 1(b)</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.</p>	<p><b>Question 4</b> This is the additional amount of rent that you would like to add to the current rent for your Let Property because of the improvements you have made.</p>
<p><b>Question 2(a)</b> This is the address of the Let Property where you have made improvements.</p>	<p><b>Question 5</b> Please send all the necessary documents with your application, ticking the appropriate box(es) to show that you have done this.</p>
<p><b>Question 2(b)</b> To decide on an additional amount of rent for improvements made to the Let Property, we may need to inspect it. Please give us all the necessary contact details for the Tenant.</p>	<p><b>Question 6</b> You/ your agent must sign the form. Failure to do so will make the application invalid. You do not need to sign the form if you are filling it in online.</p>

**Question 1 – Landlord’s Details**

(a) Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

(b) Your Agent’s contact details (if any)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**Question 2 – Tenant’s Details**

(a) The address of the Let Property

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

(b) Contact details of the Tenant(s) living in the Let Property.

Tenant’s Name (1) \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Tenant’s Name (2) \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**Question 3 – Improvements**

Please list all the completed improvements that you (or the Landlord if you are the Landlords’ agent) have made to the Let Property. Give as much detail as possible and include the cost of each improvement (materials and labour), and the completion date. You will not be able to claim for your own labour.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Status:** This is the original version (as it was originally made).

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**Question 4 – How much do you want to increase the rent for your property to reflect the improvements you have made?** (This is the additional amount of rent that you would like to add to the current rent for your Let Property because of the improvements you have made).

£ \_\_\_\_\_ [per week/fortnight/4 weeks/month/quarter/year\*]

\* delete as appropriate

**Question 5 – Documents required to support your application**

When you submit your application, you should attach copies of documents which the Rent Officer will need to make a decision about whether to allow a rent increase because of improvements made to the property:

- (a) A copy of any invoices/receipts for the materials and labour costs in respect of the improvements to support your application.
  
- (b) 'Before' and 'after' photos of the improvements (if available) to support your application

Please tick the boxes to show that you have attached the information requested.

**Question 6 – Declaration**

I apply to a Rent Officer for a decision on the amount of additional rent that can be charged as a result of improvements made to the Let Property at the address shown in part 2(a).

Signed \_\_\_\_\_ (Landlord/Landlord's Agent)

Date \_\_\_\_\_