



SCHEDULE 5

SUBMISSION OF PROPOSED PRIVATE RESIDENTIAL TENANCY AGREEMENT

Housing (Scotland) Act 2006

HOUSE IN MULTIPLE OCCUPATION LICENCE

APPLICANT:
AGENT (IF APPLICABLE)
PROPERTY :
POSTCODE:

TENANCY PROVISIONS WHICH THE LICENSING AUTHORITY LOOK FOR IN PROPOSED LEASE / OCCUPANCY / TENANCY AGREEMENTS.

LANDLORDS SHOULD ENSURE THEIR PROPOSED AGREEMENT CONTAINS THE UNDERNOTED DETAILS. PLEASE MARK AGAINST EACH NUMBER THE RELEVANT CLAUSE IN YOUR PROPOSED AGREEMENT. A model Tenancy Agreement is available on the Scottish Government's website

No	DETAILS	TICK √	NUMBER OF THE RELEVANT CLAUSE (S)
1	NAME OF LANDLORD(S), TENANT(S) AND/OR AGENT		
2	COMMUNICATION		
3	PROPERTY ADDRESS		
4	START DATE OF TENANCY		
5	OCCUPATION AND USE OF THE LET PROPERTY		
6	RENT Amount payable & Frequency of payment		
7	RENT INCREASES		
8	DEPOSIT If Deposit required does it specify reasonable reasons it may be retained		

No	DETAILS	TICK √	NUMBER OF THE RELEVANT CLAUSE (s)
9	NOTIFICATION ABOUT OTHER RESIDENTS		
10	OVERCROWDING		
11	INSURANCE		
12	ABSENCES		
13	REASONABLE CARE		
14	THE REPAIRING STANDARD AND OTHER INFORMATION		
15	LEGIONELLA		
16	ACCESS FOR REPAIRS, INSPECTIONS AND VALUATIONS		
17	RESPECT FOR OTHERS		
18	EQUALITY REQUIREMENTS		
19	DATA PROTECTION		
20	ENDING THE TENANCY		
21	CONTENTS AND CONDITION		
22	COUNCIL TAX		

No	DETAILS	TICK √	NUMBER OF THE RELEVANT CLAUSE (s)
23	UTILITIES		
24	ALTERATIONS		
25	COMMON PARTS		
26	PRIVATE GARDEN		
27	ROOF		
28	BINS & RECYCLING		
29	STORAGE		
30	DANGEROUS SUBSTANCES including liquid petroleum gas		
31	PETS		
32	SMOKING		
33	THE GUARANTOR		
34	DECLARATIONS		

I/We _____
 Herby declare that we shall use the private residential tenancy agreement (endorsed as detailed below and submitted herewith for all tenancies within the above property. I/We propose to use this residential tenancy agreement for the duration of the licence applied for and thereafter during periods when the licence is renewed.

Name of applicant _____

Signature of applicant _____ Date: _____

If applicant is unable to sign, please specify the reason:

Name of person or organisation signing on behalf of the landlord:

(Agent, Solicitor, Family Agent)

Name of person/organisation _____

Signature _____ Date: _____

Note to Applicant

The Licensing Authority seek to ensure the terms of any Lease/Tenancy or other occupancy agreement enables the Landlord to comply with Tenancy Management Standards (Schedule 11) undertaking forming part of this Application.

Their checklist is not an endorsement of validity or competence in respect of any other legislation and Landlords/ Agents are advised to take legal advice on the terms thereof to protect their/their Principals position.

**HMO Licensing, Private Sector Housing Team, 3rd Floor, Rothesay House, Rothesay Place,
 Glenrothes, Fife, KY7 5PQ.**