

## Tenant Guide

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Once you have viewed one of our homes for rent and agreed with our account manager that the property meets your needs, there are 3 further steps that need to be completed.

### Step 1 – Referencing

Complete a Tenant Application form\* - can be downloaded from [www.clangordon.co.uk](http://www.clangordon.co.uk)

You will pay an advance towards deposit of £200 plus your Tenant Application fee \*\*.

Within 48 hours you must return to Clan Gordon:

1. Completed Tenant Application forms
2. A utility bill from each of the last three years for each Tenant (BT, gas, electric, bank)
3. Two recent payslips per Tenant
4. A copy of passport or driving licence per Tenant – we must also see the original

\* - One form per Tenant. Married couples complete a single application. Students or those on low incomes may need to complete an additional Guarantor Application form

\*\* - Currently £50 per Tenant.

### Step 2 – Tenancy Agreement

All properties let by Clan Gordon will be on a short assured tenancy (SAT).

A SAT is a special type of assured tenancy. It gives special rights to the Landlord to repossess a house he has let and special rights to the Tenant to apply to a rent assessment committee for a rent determination. A SAT must be for at least 6 months. Before any tenancy agreement is signed, the Landlord must give to the Tenant a notice (notice AT5) stating that the tenancy on offer is a short assured tenancy.

Documents 1 to 4 will be signed and served on you by Clan Gordon and each Tenant must sign a copy to confirm they have been received.

 0131 334 3060

 [enquiries@clangordon.co.uk](mailto:enquiries@clangordon.co.uk)  07884 671515

 [www.clangordon.co.uk](http://www.clangordon.co.uk)  Regulated by RICS

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You must sign, date and time the documents in the following order.

**The time of signing noted on the lease must be after the time noted on the other documents.**

#### 1. AT5

Notice for use by the Landlord when informing a prospective Tenant that the tenancy on offer is a short assured tenancy. A copy will be served on each Tenant.

#### 2. Repairing Standard Letter

Under the Housing (Scotland) Act 2006, your Landlord must inform you of your rights to a house which meets the new repairing standard.

#### 3. Prior Notification of Grounds

The Housing (Scotland) Act 1988 prescribes that all grounds for recovering possession of a property let as an SAT must be noted in the Tenancy Agreement. It further prescribes that there are certain grounds (1 to 5) which must be notified to the Tenant in advance of signing the Tenancy Agreement.

#### 4. Key Retention

In order to manage the property effectively on your behalf it helps to retain a set of keys – by signing this document you consent to Clan Gordon and your Landlord holding keys.

#### 5. Tenancy Agreement

The Tenants will be given the lease to take away, read and then sign in the presence of witnesses who must also sign the lease.

You must return the signed lease to Clan Gordon together with the final payment of any rent or deposit due prior to the date of entry on a date to be agreed.

We will give you a copy of the signed Tenancy Agreement when you move into the flat.

**You must get independent legal advice if you don't understand the documents above or your rights as a Tenant. You may also wish to contact Letwise for advice – you can find a link to them on our website or contact them through Edinburgh Council on 0131 200 2000.**

### Step 3 – Entry

On the day of entry your account manager will meet you at the property (with the Landlord if appropriate). You will be given –

- A copy of the Tenancy Agreement
- A copy of any safety inspection reports
- A set of keys for each Tenant
- A copy of an inventory if applicable, which you must read & sign – you have 7 days from the entry date to check the inventory and tell us anything you disagree with.

#### Utilities

We will contact the utility companies to tell them you are the new occupiers and give them meter readings. You must contact the providers of all the utilities (all Tenants through Clan Gordon are responsible for paying gas, electricity, phone, broadband & TV licence) in the property and make arrangements to start paying for your usage from the entry date.

#### Council Tax, Water & Sewerage

You must contact the local council to make arrangements to start paying council tax plus water & sewerage charges for the property.

#### Important Note

You may wish to consider taking out insurance to cover any items that you take with you into the property. If you would like a quote for this, speak to your Account Manager.