



Private Landlord Registration - Landlord Guide

Starting Your New Tenancy

Starting the Tenancy	Yes/No
As from 01/12/2017 only Private Residential Tenancies should be provided for new tenants. Previous to this if it was a short assured tenancies, you had to issue the AT5 first. These tenancies will continue if issued prior to 01/12/2017. The Tenancy Agreement should contain only fair and lawful terms, model tenancies can be seen or produced from www.fifedirect.org.uk/PrivateTenants	
Ensure your tenants have your contact details and know how to deal with disrepair issues which may occur, such as a broken boiler.	
At the start of a new tenancy ensure you carry out a walk about of the property with your tenant(s). Show them where the stopcock is to turn off the water supply, how to switch off the electricity and how to reset circuit breakers should one trip.	
It would be good practice to ensure you receive a receipt from your tenants acknowledging they received their Private Rental Tenancy Agreement (this can be provided electronically)	
Hand over a copy of the keys to the tenant - A Key Agreement form will ensure you have signed authorisation to retain keys to the property and clarify when these can be used. Key Agreement Form	
If you received a deposit you need to ensure you put the deposit into a Tenancy Deposit Scheme within 30 working days of the deposit being taken and notify the tenant in writing which Scheme is holding their deposit.	
Let the Council know a tenant is moving in so they have the information for Council Tax purposes, call the Council Tax department, not Landlord Registration Team. Tell the tenant you have done this.	
Arrange a visit in 3 months' time to check the property and review things with the tenant.	
Consider joining a Landlord Accreditation Scheme or Association for ongoing guidance and support: Scottish Association of Landlords Landlord Accreditation Scotland	
Remember - Do you wish to rent your property to 3 or more unrelated persons? If YES this would be a House in Multiple Occupation. This means you will need to adhere to a more stringent set of guidelines and requirements and will require a licence in addition to your Landlord Registration. See our HMO Factsheet for more information, and the Guidance Notes for full details HMO Information	

Should you require any further information or guidance please contact
Fife Councils Landlord Registration Team by telephone on 01592 583397
 Or email landlords.registration@fife.gov.uk
Fife Councils Houses of Multiple Occupancy Team by telephone on 01592 583162
 Or email HMO.licensing@fife.gov.uk

