**Fife Private Rental Solutions**

**Landlord FAQ’S**

**1. Who do you assist?**

Fife Private Rental Solutions (FPRS) provides several services such as housing advice, tenancy assistance, a deposit guarantee, issue or rent resolution, this is for anyone looking to be housed or sustain accommodation within the private rented sector. For landlords, FPRS provide a “go to” service for advice; issue resolution; and secure advertising of properties, including tenant matching opportunities.

**2. How can you assist me with finding a tenant?**

FPRS may have several clients looking for private rented property, these potential tenants may be single clients, sharers, couples, or families. Should you have an available property, please contact us either on the office number 01592 201849 or via email at [info@fprs.co.uk](mailto:info@fprs.co.uk) advising of the property details, The FPRS team can then advise if they are aware of any clients looking for your type of property and share contact details.

**3. Do you provide support for tenants?**

FPRS are not a supporting agency, however, our team are experienced in providing advice and assistance in most one-off situations to enable tenants to access and sustain their tenancy. Where on-going support is a requirement, the FPRS team can assess and refer to the appropriate supporting agency for longer term assistance.

**4. Will you let me know if there are issues in the property?**

Sustainability is of high priority to FPRS, we will maintain contact with the landlord and advise of any concerns within the property. If mediation is required, FPRS can facilitate this.

**5. Do you pay a tenant’s rent in advance?**

Unfortunately, FPRS does not pay rent in advance, however we can offer advice to tenants on alternative funding sources where required.

**6. What is a Deposit Guarantee?**

A Deposit Guarantee is provided in the form of a certificate, in most cases it matches the amount of monthly rent, it is accompanied by agreements to be endorsed by tenant and landlord at the tenancy sign-up. FPRS agree an affordable payment plan over a negotiated period – usually 12 months. At the end of the agreement term, or before, FPRS will transfer all monies paid to the landlord to lodge within a Tenancy Deposit Scheme of their choosing.

**7. Can you guarantee that I will have a full deposit in place by the time you finish working with the tenant?**

FPRS cannot guarantee this, however as regular reviews take place with tenants and landlords throughout the term, you will be kept aware of the amount that has been repaid during the contract. Should the deposit not be paid in full be the end of FPRS agreement, we would consider other options, such as offering a final joint visit to assist landlord and tenant negotiate continued payments directly. In some cases, FPRS may offer to extend the agreement to allow the tenant more time to clear the balance. No decisions will be made without including all parties in the decision.

**8. What happens if the tenancy comes to an end, the client has not paid, and the property is damaged?**

Because FPRS maintain contact with landlords through the term of contract, if at any time we become concerned that payments are not being made or there is concern over the condition of the property we would contact you to discuss. If the tenancy comes to an end during the agreed term, with a potential claim for damage against the condition, FPRS will arrange an exit inspection at the property to consider and negotiate any claim. The guaranteed amount stands even if the tenant has not paid the deposit.

**9. How does Fife Private Rental Solutions work with a Tenancy Deposit Scheme?**

As FPRS offer a Deposit Guarantee there is no cash to be lodged in a Tenancy Deposit Scheme at the start of the tenancy. At the point that FPRS transfer the deposit money, the landlord has the standard 30 working days in which to lodge this with the tenancy Deposit Scheme of their choice.

FPRS can provide details of the three schemes currently operating and could transfer the deposit to the preferred scheme after initial contact is made and a case reference number is provided.

**10. As a landlord, what do I have to provide?**

You personally, and each of your properties, must be registered with the local authority. If you need further information, or wish to register, the web address is [www.landlordregistrationscotland.co.uk](http://www.landlordregistrationscotland.co.uk)

All landlords are required to provide:

* A current Gas Safety certificate (if there is gas in the property) to be completed annually.
* An Energy Performance Certificate (EPC) that is completed every 10 years. Further information regarding EPCs can be found at: [www.energysavingtrust.org.uk/scotland/Insulation/Energy-performance-certificates](http://www.energysavingtrust.org.uk/scotland/Insulation/Energy-performance-certificates)

It is a landlord’s duty to give heed to this guidance and FPRS suggest that you check to ensure your property meets the standards.

All tenancies must have the provision for detection of Carbon Monoxide. The guidance for Smoke Alarms and Carbon Monoxide detectors can be found at: <https://www.gov.scot/publications/fire-safety-guidance-private-rented-properties/>

An inventory, or condition report, is a must to protect your property, without this there is no evidence of the property condition at the commencement of the tenancy. There are several simple documents that may work for you, more information can be found at: [www.rentingscotland.org](http://www.rentingscotland.org)

Under the new guidance landlords will be required to provide evidence of fixed wiring Electrical Installation Condition Report or EICR checks, carried out at least every five years. The EICR report must include an appliance check report, a Portable Appliance Test or PAT. PAT checks are required on appliances provided by the landlord, but not those belonging to the tenant. Further information can be found on: [www.housingandpropertychamber.scot](http://www.housingandpropertychamber.scot)

Prior to the commencement of a tenancy, it is a landlord’s duty to ensure the property is in an appropriate condition. This will include the appropriate safety checks, safety detection equipment safety checks and a legionella risk assessment, it is in your best interest to be well informed to safeguard from any future problems. You can find more information about the ‘repairing standard’ and ‘tolerable standard’ at: [www.rentingscotland.org](http://www.rentingscotland.org)

**11. Do you have or know of contractors to do EPC/EICR/PAT/Gas safety etc?**

FPRS will happily assist you to become familiar with your obligations as a landlord and can provide information regarding local contractors.

**12. Will you manage my property for me?**

As FPRS are not currently registered as a Letting Agent, we are unable to manage the property for the landlord. FPRS wish to support both tenants and landlords to increase sustainability in the PRS, therefore our team keep regular contact during the contracted period, negotiating visits to the tenancy and providing advice should it be required. Regular updates will be provided to landlord, and any concerns related to the tenant or property will be discussed.

**13. Who must be registered as a letting agent?**

The owner of a property manages the day-to-day rental of the property as the landlord, if this management is handed over to a third party, they must be registered as a Letting Agent, even if they are not a letting agent in the traditional sense i.e., anyone involved in the business of the property. Further information can be found at [www.lettingagentregistration.gov.scot/who-should-register](http://www.lettingagentregistration.gov.scot/who-should-register) Even if you are using an Agent, you as owner still have responsibilities regarding the renting of the property.

Your obligations can be found at [www.rentingscotland.org/landlords/using-letting-agent/](http://www.rentingscotland.org/landlords/using-letting-agent/)

**14. Where do I find out about changes to legislation?**

The Scottish Government provide information regarding a landlord’s responsibilities, these are kept updated on the following site:

[www.mygov.scot/housing-local-services/landlords-letting/being-a-landlord/](http://www.mygov.scot/housing-local-services/landlords-letting/being-a-landlord/)

There are also landlord associations that will keep their members updated with information and legislation, there is normally a charge for this service by the Associations, however they are a good source of information.

FPRS offer a free quarterly landlord E-Bulletin, available to all landlords we work with or any interested party who wish to keep up to date. Should you wish to be added to the email list for a copy, please contact the FPRS team. Old copies of the Bulletin are also available on our website.