



**PKC
LETS**



Rent Bond Guarantee Scheme

For Landlords

Flexible options for landlord: find your own tenant and use the scheme, or contact us for a selection of potential tenants

Offers a bond for 12 months to allow the tenant to spread the cost of payment with no additional risk to the landlord. This can also be extended if required. Please contact us if you need to extend a bond.

Deposit payments can be collected by Perth & Kinross Council and lodged with Safe Deposit Scotland on your behalf. You can also collect the instalments yourself but if there are any issues with payment you must let us know or you will not be able to claim on the bond.

Option to have all your tenancy paperwork prepared for you or use your own.

We can carry out viewings on your behalf, or you can arrange your own viewings and let us know who your chosen tenant is.

We will offer you and your tenant support with any issues that arise in the tenancy if you let us know that you need help. This can be with Housing Benefit or rent queries or any other difficulties that arise.

Important Information

In order to protect yourself and to be able to make a claim on the deposit/bond at the end of the tenancy, you need to supply the following at the start of the tenancy:

- *Copy of signed Private Residential Tenancy Agreement.*
- *Copy of signed Inventory/Record of Condition, ideally including photos of the property (we can do this for you if you wish).*
- *Copy of EICR, EPC and gas safety certificate (these should also be given to your tenant).*

At the End of the Tenancy

When you know that the tenancy is coming to an end please contact the team. We can then arrange to accompany you to the checkout inspection.

We would recommend that you arrange to collect the keys from your tenant at the property on the last day of the tenancy to agree the condition that your property is being returned to you in. If this is not possible you should meet your tenant as near to the end of the tenancy as possible and discuss your expectations. You should then inspect the property as soon as you receive the keys.

We would recommend that you complete a checkout inspection, similar to your inventory, detailing any areas of concern in the property, including photos. We can do this for you if you wish.

If you are happy for the deposit to be returned to the tenant, let us know and we will make arrangements for the repayment.

If there is an issue where you need to make a claim against the deposit/bond you will need to submit the following information to support your claim:

- *Copy of your checkout inspection and photos.*
- *Copy of invoices or quotes for repairing any damage that you are claiming for (these should be independent and accurate).*
- *Copy of rent statement if you are claiming for rent arrears/unpaid rent.*
- *A completed claim form (please ask the team for this when required).*

This information, along with the information supplied at the start of the tenancy will be provided to Safe Deposit Scotland in the event that the tenant disputes your claim. Any payment made to you will be determined by the adjudication process. In the event that the tenant has not paid the deposit in full, your claim will be assessed by Perth & Kinross Council. Sufficient evidence of costs incurred will be required in order for payment to be made.

Please note that you can only claim on a bond before it reaches its expiry date. Any payments lodged with Safe Deposit Scotland are protected for the lifetime of the tenancy.



Rent Bond Guarantee Scheme

For Tenants

Moving house can be expensive so the Rent Bond Guarantee scheme is designed to help make moving to a new tenancy easier.

The scheme can help by giving your new landlord a guarantee instead of you paying an upfront deposit. During the first 12 months of your tenancy you will need to pay the deposit. This will either be paid directly to your landlord, or the Council will send you an invoice and you will pay the deposit in instalments. Your deposit will be lodged with a Tenancy Deposit Scheme and will be protected there during your tenancy. If you don't pay the instalments you could be putting your tenancy at risk, and be served with a Notice to Leave.

At the start of the tenancy your landlord should give you an Inventory/Record of Condition for the property which you should check to make sure that you agree with it. You will be asked to sign and return this. It is important that you let your landlord know if you disagree with anything on the Inventory as you could be liable for anything not noted at the end of your tenancy. You should keep a copy of this with your tenancy agreement while you live in the property as you may need it when you move out.

At the end of your tenancy you should make sure that you give your landlord at least a months' notice (if your tenancy started before 1 December 2017 you should check your tenancy agreement to see

how much notice you need to give). You should agree with your landlord the condition that the property is to be left in and we would recommend that you arrange to meet your landlord at the property to return the keys. You can also ask for someone from the Council to be present by contacting the Private Sector Team.

The landlord will take notes about the condition that the property has been left in, and photos of the property. If there is any damage to the property, cleaning required, rent not paid or anything else that you should have done that hasn't been done (like paying electric or gas bills) this can be deducted from the deposit that you have paid. If you haven't yet paid the full deposit your landlord can claim this from Perth & Kinross Council and you will be recharged.

If you have paid your deposit any claim will be made to the Tenancy Deposit Scheme and you will have the opportunity to dispute the claim. To do this you will need to submit evidence of the condition that you left the property in, and why you think that you are not liable for the costs that the landlord is claiming.

Everyone would like to avoid this so it is best to leave the property in the same condition as it was when you moved in, and to meet the landlord before you move out to complete an inspection.

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.