



# Short Scottish Secure **Tenancy Agreement**

**SHORT SCOTTISH SECURE TENANCY AGREEMENT (GROUNDS UNRELATED TO ANTI-SOCIAL BEHAVIOUR) BY VIRTUE OF SCHEDULE 6 (OTHER THAN PARAGRAPH 1, 2 OR 2A OF THE HOUSING (SCOTLAND) ACT 2001**

**1 INTRODUCTION**

- 1.1 This document is a Short Scottish Secure Tenancy Agreement between us, Ochil View Housing Association Limited, Ochil House, Marshall, Alloa FK10 1AB and you:

..... (tenant/joint tenant)

and

..... (joint tenant)

- 1.2 We agree to rent accommodation to you on the terms and conditions in this Agreement. The accommodation includes the fixtures and fittings contained within it, the use of the common parts and the means of access to it. It also includes any other facilities that we may specify in writing to you. It is referred to as the "house" in this Agreement. The term "common parts" is explained at paragraph 1.11. If you ask us, we will give you a more detailed description of the house and a plan detailing your rights relating to the common parts, and access to your house.

- 1.3 The full address of the house is:

.....

- 1.4 The tenancy will start on ..... (the entry date). This is regardless of the date on which this Agreement is signed. The tenancy will continue from the entry date until the termination date which is ..... However, if neither you nor us end the tenancy in one of the ways described in Part 6 of this Agreement the tenancy will be automatically renewed for the same period unless we and you agree that the renewed tenancy should be for a different period. That renewed tenancy will also be a short Scottish secure tenancy.

- 1.5 The rent is £..... every month payable in advance by you on or before the first day of each rental period.

- 1.6 We will provide the following services in connection with your tenancy. These services are compulsory. It is a condition of this Agreement that you pay for these compulsory services unless those services are housing support services provided free of charge.

[List of services or not applicable]

.....

.....

.....

.....

.....

- 1.7 We will consult you about any proposed increase in rent and have regard to your opinions before we make our decision. We are entitled to change the amount of rent, as long as we tell you in writing at least four weeks before the beginning of the rental period when the change is to start. We will not normally change the rent more than once every 12 months. You have a right, on request, to a statement of our Rent Policy. See paragraph 7.3 for more details.
- 1.8 You are responsible for payment of the Council Tax and any other burden imposed by the Local Authority or water authority.
- 1.9 If you break any part of this Agreement, we may:
- take legal action against you (including eviction proceedings); AND
  - charge you for any resulting losses we have suffered including any legal expenses as assessed by the court.
- 1.10 You can telephone us or write to us if you would like to know more about anything contained in this Agreement. We will do our best to help you. You can also get independent advice and information from a number of organisations such as Law Centres, Solicitors, Housing Advice Centres, Citizens Advice Scotland, Tenants Associations and the Equality and Human Rights Commission.
- 1.11 If you want another copy of this Agreement, we will provide one on request. If you want a copy of it in another language or another form (such as Braille or audio tape), please tell us and we will provide you with one as soon as we can. However, in the event of any dispute, it is this version of the Agreement which is binding on you and us.
- 1.12 INTERPRETATION

In this Agreement, the following words have the following meanings except where the context indicates otherwise.

- We/us/our - the landlord
- You/your - the tenant and any joint tenant
- Tenant - includes any joint tenant
- Neighbour - any person living in the locality
- Neighbourhood - the locality of your house
- Common Parts - this includes any part of the structure and exterior of the building in which the house is located (such as the roof, guttering, and outside walls) as well as any common facilities in that building (such as the common close, common stairway, entrance steps, paths, entrance doors and doorways, passages, bin chute accesses, yard, gardens, outhouses, bin areas, cellar, back green and back court)
- Repair - See Paragraph 5.1. This includes any work necessary to put the house into a state which is wind and watertight, habitable and in all respects, reasonably fit for human habitation.
- House - the accommodation including the fixtures and fittings contained within it, the use of common parts and the means of access to it, along with any other facilities that we may specify in writing to you.
- Co-habitee - a person, whether of the opposite sex or not, who is living with you in a relationship similar to that of husband and wife
- Family - this term includes: your spouse, co-habitee, parent, grandparent, child (including a child treated by you as your child and stepchildren), grandchild, brother, sister, uncle, aunt, niece, nephew; and any of those of your spouse
- Anti-social: See Paragraph 3.2. This includes any conduct causing or likely to cause alarm, distress, nuisance or annoyance to any person or causing damage to anyone's property. Conduct includes speech
- Overcrowding - more people are sleeping in the house than is allowed by section 135 of the Housing (Scotland) Act 1987
- Scottish Secure Tenancy - a tenancy as defined by section 11 of the Housing (Scotland) Act 2001
- Short Scottish Secure Tenancy - a tenancy as defined by section 34 of the

## Housing (Scotland) Act 2001

1.13 This Agreement, in parts, attempts to summarise current legislation. In the event of conflict between those parts and current legislation, the legislation shall prevail. Where legislation has been amended since this Agreement was entered into, this Agreement shall be read consistently with the amended legislation.

1.14 You are responsible for ensuring that no-one living with you does anything that would be a breach of this Agreement if they were the tenant. If they do, we will treat you as being responsible for any such action.

### 1.15 CHANGING THIS AGREEMENT

No part of this Agreement may be changed except in the following circumstances:

- we and you agree in writing to change it; OR
- we increase the rent in the way described in paragraph 1.7 above; OR
- we or you apply to the sheriff under section 26 of the Housing (Scotland) Act 2001 for an order to change the Agreement and the sheriff grants such an order.

### 1.16 JOINT AND SEVERAL LIABILITY

If two or more people have signed this Agreement, they are jointly and severally liable for the terms and conditions of this Agreement. This means that each one of them is fully responsible for making sure that all the conditions in this Agreement are kept to, including payment of rent. You can apply for a joint tenant to be added to the tenancy: see paragraph 4.1 below.

## **2. USE OF THE HOUSE AND THE COMMON PARTS**

- 2.1 You must take entry to the house, occupy and furnish it and use it solely as your only or principal home. You are entitled to have members of your family occupying the house with you, as long as this does not lead to overcrowding.
- 2.2 You must tell us who is living in the house including when anyone moves in or out. If you do not inform us of changes in the household this may impact on your ability to make changes to the tenancy. You should tell us as soon as there is any change in those who are living in your house.
- 2.2 You, those living with you, and your visitors must take reasonable care to prevent damage to:
- the house;
  - decoration;
  - our furniture
  - the fixtures and fittings;
  - the common parts;
  - your neighbours' property.
- For example:
- before you leave the house unoccupied, you must check reasonably thoroughly that there is no risk of damage from fire, water or gas supplies in your house;
  - you must tell us if you intend to go away for more than four weeks and your house will be unoccupied during that time;
  - if your house is going to be unoccupied for any length of time, and there is a risk of water pipes freezing when you are away, you must tell us before you leave.
- 2.3 You and anyone living with you must not run any kind of business from the house. However, if you ask us, we may give permission. See paragraph 9.2 of this Agreement for more information about doing this. If we give permission, we may also increase your rent.
- 2.4 You must not allow your house to become overcrowded. If the overcrowding is as a result of an increase in the size of your family living with you, you should apply

to us for a house transfer. We will try to get you a larger house. In this circumstance only, we will not treat you as being in breach of this condition. However, if we offer you suitable alternative accommodation you must agree to take it unless there are good reasons for not taking it.

## **2.5 KEEPING OF PETS.**

You must obtain our prior written permission to keep pets. The term pet covers various types of animals including dogs, cats, birds, rodents (hamster, gerbil, rat etc.), reptiles, rabbits and fish. Any such request from you to us will be considered and permission will not be withheld unreasonably. The normal number of pets will be no more than one or two depending on type, size etc. Each request will be looked at individually taking into account the size of the property, surrounding area, species of pet. The Association will not permit the keeping of dogs and cats in properties where the design makes this unsuitable. This includes our development at Mill Road Alloa and such other properties as we consider being unsuitable as a result of design, layout or any other reason. Permission will not be granted for a tenant to keep livestock or farm animals for example chickens, ducks, pigs, goats.

Tenants will not be granted permission to keep a dog which, is prohibited by the Dangerous Dogs Act 1991 or by any other Statute or Regulation.

We will withdraw our permission and may request a pet be removed from the property where:

- Permission has not been sought, or it has been refused;
- Conditions applied to the written consent have not been adhered to;
- The pet has caused a nuisance, distress or annoyance to any owner or occupier or property adjoining or within the locality of the property or has caused damage or destruction to any part of the property owned or leased by the Association.

The tenant will be in breach of the conditions of tenancy if they continue to keep the pet after permission has been refused or withdrawn. The Association will involve such other agencies as appropriate to secure the welfare of the pet on removal from the property.

These are our general conditions for keeping pets which you must observe:

- Keeping your pet is not prohibited by the Dangerous Dogs Act 1991, or by any other law;
  - You are responsible for the behaviour of any pets owned by you or anyone living with you;
  - You must take all reasonable steps to supervise and keep pets under control;
  - You must take all reasonable steps to prevent such pets causing nuisance, annoyance or danger to your neighbours. This includes fouling or noise or smell from your domestic pet;
  - You must take reasonable care to see that such pets do not foul or cause damage to the house, your neighbour's property, anything belonging to us or anything we are responsible for, such as the common parts;
  - The Association may recharge a tenant for any costs incurred as a result of damage or cleaning up any mess left by a pet;
  - Dogs especially must be kept on a lead at all times when outside the property and dog faeces must be cleaned up immediately;
  - All dogs must be microchipped and have a collar displaying their owners name and address;
  - You must also ensure pets are vaccinated and regularly treated for fleas and worms (if necessary) and not left unattended in balconies or closes;
  - We are entitled to require removal of the pet if causing nuisance or damage;
- 2.6 You must not use or allow the house to be used for illegal or immoral purposes. This includes but is not limited to the following: dealing in controlled drugs; running a brothel; dealing in stolen goods; illegal betting and illegal gambling.
- 2.7 While you are in occupation of the house, you must make reasonable efforts to heat the house, taking into account your income. You must make reasonable efforts to ventilate the house using any suitable means provided in the house for doing so.



- 2.8 You must take your turn, with all other tenants and owner-occupiers sharing the common parts, in keeping them clean and tidy. If you share a common stair, you must also take your turn in regularly cleaning, washing and keeping tidy the common stair, its windows, banisters and any bin chute accesses. If you and the others cannot agree on the arrangements for doing this or you fail to do the work, we are entitled to decide exactly what you should do and when. Before making our decision, we will consult with you and the others. Our decision will be binding on you. If you do not do the work contained in this paragraph, we may do it ourselves and charge you for it. This is in addition to any other legal remedies open to us.
- 2.9 You must comply with any local arrangements for the use and sharing of the common parts including drying greens and drying areas. You must comply with any local rotas for the use and sharing of the common parts. In cases of dispute between the users of the common parts, we are entitled to decide the arrangements and rotas for the use of and the sharing of the common parts. Before making our decision, we will consult with you. Our decision will be binding on you.
- 2.10 If you have exclusive use of a garden attached to the house, you must take reasonable care to keep it from becoming over-grown, untidy or causing a nuisance (unless we have agreed to take care of it). If you fail to do this, we are entitled to decide exactly what work requires to be done so as to comply with this duty. Before making our decision, we will consult with you. Our decision will be binding on you. If you do not do the work contained in this paragraph, we may do it ourselves and charge you for it. This is in addition to any other legal remedies we may have. You must not remove, chop down or destroy any bushes, hedges or trees without our written permission unless you planted them.
- 2.11 If you share a garden with others, you must take your turn with them to keep it from becoming overgrown, untidy or causing a nuisance (unless we have agreed to take care of it). If you and the others cannot agree on the arrangements for doing this or you fail to do the work, we are entitled to decide exactly what you should do and when. Before making our decision, we will consult with you and the others. Our decision will be binding on you. If you do not do the work contained in this paragraph, we may do it ourselves and charge you for it. This is in addition to any other legal remedies we may have. You must not remove, destroy or chop down any bushes, hedges or trees without our written permission unless you planted them.
- 2.12 No property belonging to you or anyone residing with you or visiting you, including bicycles, motorcycles or prams, should be stored in any of the common

parts except in areas set aside for storage. You must not do anything which causes inconvenience or danger to anyone using the common parts.

- 2.13 You must put all your household rubbish for collection in the bin store or other proper place allocated for it. You must take reasonable care to see that your rubbish is properly bagged. If rubbish is normally collected from the street, it should not be put out earlier than the evening before the day of collection. Rubbish containers should be returned to their normal storage places as soon as possible after the rubbish has been collected. You must comply with the local arrangements for the disposal of large items (such as large electrical items).
- 2.14 The use of heaters fired by paraffin or liquid petroleum gas will not be permitted in your home. You may neither store nor allow to be stored, paraffin, liquid petroleum gas or any flammable substances in the house or in any of the common parts, areas or facilities of the house.
- 2.15 No vehicle, caravan or trailer belonging to you or anyone living with you or anyone visiting you may be parked on our land unless:
- that land is set aside for parking; OR
  - we have given you written permission; OR
  - it is a public road;
- AND, in every case,
- it does not cause a nuisance or annoyance to your neighbours.
- 2.16 Nothing belonging to you or anyone living with you or your visitors may be left or stored on our land unless:
- the land is set aside for that purpose; OR
  - we have given you written permission;
- AND, in every case,
- it does not cause a nuisance or annoyance to your neighbours.
- 2.17 If you want to change any part of this Agreement which restricts your use or enjoyment of the house, you must first ask us in writing. If we refuse, you have a right to make an application to the sheriff. See paragraph 9.2 for more details.

### **3 RESPECT FOR OTHERS**

- 3.1 You, those living with you, and your visitors, must not harass or act in an anti-social manner to, or pursue a course of anti-social conduct against, any person in the neighbourhood. Such people include residents, visitors, our employees, agents and contractors and those in your house.
- 3.2 "Anti-social" means causing or likely to cause alarm, distress, nuisance or annoyance to any person or causing damage to anyone's property. Harassment of a person includes causing the person alarm or distress. Conduct includes speech. A course of conduct must involve conduct on at least two occasions.
- 3.3 In particular, you, those living with you and your visitors must not:
- make excessive noise. This includes, but is not limited to, the use of televisions, hi-fi's, radios and musical instruments and DIY tools;
  - fail to control your pets properly or allow them to foul or cause damage to other people's property;
  - allow visitors to your house to be noisy or disruptive;
  - use your house, or allow it to be used, for illegal or immoral purposes;
  - vandalise or damage our property or any part of the common parts or neighbourhood;
  - leave rubbish in unauthorised places;
  - allow your children to cause nuisance or annoyance to other people by failing to exercise reasonable control over them;
  - harass or assault any person in the house, or neighbourhood, for whatever reason. This includes that person's race, colour or ethnic origin, nationality, gender, sexuality, disability, age, religion or other belief, or other status;
  - use or carry offensive weapons;
  - use or sell unlawful drugs or sell alcohol.
- 3.4 In addition, you, those living with you and your visitors must not do the following in an anti-social way:
- run a business from your house;

- park any vehicle, caravan or trailer;
- carry out work to any type of vehicle, caravan or trailer;
- use alcohol or sell alcohol or drugs;

The particular prohibitions on behaviour listed in paragraphs 3.3 and 3.4 do not in any way restrict the general responsibilities contained in paragraph 3.1 above.

- 3.5 You, those living with you, and your visitors, must not bring into the house or store in the house any type of firearm or firearm ammunition unless you have a permit and have first obtained our permission, in writing, to keep the firearm and an appropriate amount of ammunition in your home. If we decide to grant permission, you will be required by us to store any such items in a secure structure within your home.
- 3.6 You will be in breach of this Agreement if you, those living with you, or your visitors do anything which is prohibited in this part of the Agreement.
- 3.7 If you have a complaint about nuisance, annoyance or harassment being caused by a neighbour (or anyone living with him/her or his/her visitors), you may report it to us. We will acknowledge your complaint within 5 days and conclude our investigation within the time period set out in our Anti-social Behaviour Policy. If, after investigation, there are good grounds in our opinion for your complaint, we will take reasonable steps to try to prevent the behaviour happening again. These steps may include mediation or legal action. A copy of our written policy about dealing with these kinds of complaints is available from us.
- 3.8 We will act fairly to you in all matters connected with your tenancy. We will not unfairly or unlawfully discriminate against you in any way on the grounds of your race, colour, ethnic origin, nationality, gender, sexuality, disability, age, religion or other belief or other status. If you believe we have acted unfairly to you in any way, you may wish to use our complaints procedure. You may also wish to take independent advice.

## **4 SUB-LETTING, ASSIGNATION JOINT TENANCY AND EXCHANGE OF YOUR TENANCY**

4.1 If you want to:

- take in a lodger; OR
- add a joint tenant to the tenancy; OR
- sublet part or all of your house; OR
- assign the tenancy (pass on the tenancy to someone else); OR
- carry out a mutual exchange; OR
- otherwise give up possession of the house

you must first get our written permission.

To apply for our permission, you must tell us in writing:

- the details of the proposed change including who you want to sublet, give up possession or assign to, take as a lodger, or joint tenant, or exchange with (and the house involved); AND
- the amount of rent and any other payments (including a deposit) you propose charging (if any); AND
- when you want the subletting, lodging, assignation, giving up of possession or exchange or change in tenancy to take place.

The following requirements have to be met for subletting, assignation and adding a joint tenant to your tenancy agreement:

### **4.1.1 Subletting**

If you want to sublet all or part of the house, the house must have been your only or principal home for at least 12 months immediately before the date of your written request to sublet the house to someone else. If you were not the tenant throughout that period, the house must have been your only or principal home during those 12 months and the tenant must have told us that you were living there. The length of time the person who wants to sublet all or part of the house has been living in the property starts from the date we are notified that the person is living in the property as their only or principal home.

#### 4.1.2 Assignment

If you want to assign this tenancy to another person, the house must have been your only or principal home during the 12 months immediately before the date of your written request to assign the tenancy to someone else. In addition, the person who you wish to assign your tenancy to must have been living in the house as their only or principal home for at least 12 months before the date of your written request and you, a joint tenant or the person who you now wish to assign the tenancy to must have notified us in writing of them moving into the property. The length of time the person you want to assign this tenancy to must have been living in the property starts from the date we were notified in writing that the person is living in the property as their only or principal home.

#### 4.1.3 Joint Tenancy

If you want another person to be a joint tenant, the house must have been the only or principal home of the person who is to become a joint tenant for at least 12 months immediately before the date of your written request and you, a joint tenant or the person you now wish to become a joint tenant must have notified us in writing of them moving into the house. The person you wish to add as a joint tenant, and any existing joint tenants must apply to us in writing along with you. The length of time the person you want to add as a joint tenant must have been living in the property starts from the date we are notified in writing that the person is living in the property as their only or principal home.

4.2 We will not unreasonably refuse permission for an assignment, subletting, joint tenancy, giving up of possession or taking in a lodger request. Reasonable grounds for refusing permission include the following:

- we have served a notice on you warning that we may seek eviction on certain grounds because of your conduct;
- we have obtained an order for your eviction;
- it appears that you propose to receive a payment or an unreasonable rent or deposit;
- the proposed change would lead to the criminal offence of overcrowding;
- we intend to carry out work on the house (or the building of which the house forms part) which would affect the part of the house connected with the proposed change.

- We have not been notified that the relevant person has been living in the property as their only or principal home;
- the relevant person has not been living in the property for the required 12 month period;

For assignation requests additional grounds for us refusing permission are:

- If the proposed assignee would not be given reasonable preference (priority) in terms of our allocations policy;
- If the house would be under-occupied as a result of the assignation.

These examples do not in any way alter our general right to refuse permission on reasonable grounds. If we give permission, you cannot increase the rent or other payments made to you by the other person unless we give our permission. See paragraph 9.2 for more detail on getting permission.

4.3 We will not unreasonably refuse permission for a mutual exchange of your house. The exchange must be with another house where the tenant holds a Scottish Secure Tenancy or Short Scottish Secure Tenancy. The landlord does not need to be us. The other landlord must also agree to the exchange. Reasonable grounds for refusing permission include the following:

- we have served a notice on you warning that we may seek eviction on certain grounds because of your conduct;
- we have obtained an order for your eviction;
- your house was let to you because of your employment with us;
- your house was designed or adapted for persons with special needs and if the exchange was allowed, there would be no person living in the house who required those designs or adaptations;
- your house was designed or adapted for persons of a particular age range and if the exchange was allowed, there would be no person living in the house who met the age criteria;
- the other house is substantially larger than you and your family need or it is not suitable for the needs of you and your family;
- the proposed exchange would lead to the criminal offence of overcrowding.
- These examples do not in any way alter our general right to refuse permission on reasonable grounds. See paragraph 9.2 for more detail on getting permission.

4.4 If you are married, in a civil partnership or if you live in the house with someone as husband and wife, we may need their consent. If you are a joint tenant, we will need

the other tenant's written consent to the proposed change. If you want to change the joint tenancy to a single tenancy because the other joint tenant has abandoned the tenancy, you should ask us to use our powers under paragraph 6.8 of this Agreement.



## **5 REPAIRS, MAINTENANCE, IMPROVEMENTS AND ALTERATIONS**

### Repairs and maintenance: our responsibilities and rights

- 5.1 In this Agreement, the words "repair" and "repairs" includes any work necessary to put the house into a state which is wind and watertight, habitable and in all respects reasonably fit for human habitation.
- 5.2 Before the start of the tenancy, we will inspect your house to ensure that it is wind and watertight, habitable and in all other respects reasonably fit for human habitation. If repair or other work needs to be done to bring the house up to that standard, we will do so before the tenancy begins. We will notify you about any such work. Any other repairs may be carried out after the tenancy begins.
- 5.3 During the course of your tenancy, we will carry out repairs or other work necessary to keep the house in a condition which is habitable, wind and watertight and in all respects reasonably fit for human habitation. We will carry out all repairs within a reasonable period of becoming aware that the repairs need to be done. Once begun, the repairs will be finished as soon as reasonably possible. All repairs will be done to the standard of a reasonably competent contractor, using good quality material.
- 5.4 We will carry out a reasonably diligent inspection of the common parts before the tenancy begins. We will take reasonable steps to remove any danger we find before you move into your house. We will repair any other defect we find which will significantly affect your use of the common parts, or the house, within a reasonable period. During the course of the tenancy, we will carry out inspections, at reasonable intervals, of the common parts.
- 5.5 If we need the co-operation or permission of another person to carry out repairs or other work to the house or common parts, or to inspect, we will do our best to get it. We may be unable to do non-emergency repairs until we get such permission.
- 5.6 Our general repair obligations contained in paragraphs 5.2 and 5.3 include a duty to carry out repairs relating to water penetration, rising dampness and condensation dampness.
- 5.7 Our duty to repair includes a duty to take into account the extent to which the house falls short of the current building regulations by reason of disrepair or sanitary defects.
- 5.8 We will keep in repair the structure and exterior of the house including:

- drains gutters and external pipes (but not the clearance of blockages caused by the tenant's actions);
  - the roof;
  - the outside walls, outside doors, window sills, window catches, sash cords and window frames, including external decoration;
  - internal walls, floors and ceilings, doors, door frames and internal staircases and landings ( but not including painting and decoration);
  - pathways, steps and means of access;
  - plasterwork;
  - integral garages and stores;
  - boundary walls and fences but not dividing fences between gardens.
- 5.9 We will keep in repair and in proper working order, any installations in the house provided by us for space heating (for example central heating), including fireplaces, flues and chimneys, water heating and sanitation (for example basins, sinks, baths, showers, water tanks and toilets, flushing systems and waste pipes), but not including the periodic cleansing of such installations to control the presence of Legionella bacteria.
- 5.10 We will keep in repair pipes, cables and wires for the supply of water, gas and electricity, electrical wiring, door entry systems and extractor fans.
- 5.11 We will keep in repair installations including those which we own or lease which directly or indirectly serve the house. We will not, however, be responsible for repairing any fixtures and fittings not belonging to us which make use of gas, electricity or water. Neither will we be responsible for the repair or maintenance of anything installed by you or belonging to you which you would be entitled to remove from the house at the end of the tenancy unless we have specifically agreed that we will repair it.
- 5.12 We will inspect annually any gas installations in the house provided by us. We will provide you with a copy of the inspection report within 28 days of the inspection. If the inspection reveals the need for repair or replacement of any such installation, we will do so within a reasonable period. We will give you a copy of the current inspection record before the beginning of the tenancy.
- 5.13 If your house is served by a communal television or communications aerial provided by us, we will take reasonable steps to repair any defect within a reasonable period. Where repairs or maintenance have to be done, we will make reasonable efforts to minimise disruption to you.

- 5.14 Nothing contained in this Agreement makes us responsible for repairing or reinstating damage caused to the house, decoration, furniture, fixtures and/or fittings by a third party (including, but not limited to any law enforcement authority or a representative of such an authority) in the course of carrying out an investigation into any conduct or matter that, if proven, would be a direct or indirect breach of any condition or term of this Agreement. In this case you will be responsible for the costs of carrying out repairs or reinstatement of work.
- 5.15 Nothing contained in this Agreement makes us responsible for repairing damage caused wilfully, accidentally or negligently by you, anyone living with you or an invited visitor to your house. If we decide to carry out the work, you must pay us for the cost of the repair. This paragraph does not apply to damage caused by:
- fair wear and tear;
  - vandals (provided that you have reported the damage to the police and us as soon as the damage is discovered).
- 5.16 We will carry out necessary repairs due to fire, flood or Act of God, within a reasonable time or offer equivalent permanent rehousing as soon as such a house becomes available. Until that time, we will try to help you to get temporary accommodation if the house is uninhabitable.
- 5.17 We have the right to come into your house to inspect it and its fixtures and fittings or carry out repairs to it, or adjoining property, during reasonable times of the day. We will give you at least 24 hours' notice in writing. We have the right of access to your house in order to lay wires, cables, pipes or other equipment for the purposes of telecommunications, water, gas, electricity, or fire detection systems, providing we give you reasonable notice in writing. We have the right to access your house in order to undertake annual or other periodic testing of gas and electrical systems in order to meet our legal obligations, providing we give you reasonable notice in writing. We have the right of access to the common parts at any reasonable time. If you refuse us entry, we will have the right to make forcible entry provided we have given you every reasonable opportunity to let us in voluntarily. If we have to make forcible entry, in this situation, you are liable for the costs of any damage reasonably caused. In an emergency, we have the right to make forcible entry to your house without notice.
- 5.18 If we know that any house or flat adjoining your house, which we own, is likely to remain unoccupied for longer than four weeks, we will take reasonable steps to

avoid damage or danger to you or your property arising from that house or flat being unoccupied. These steps may include, but are not limited to the following:

- to seeing that its doors and windows are properly secured
- to seeing that the water, gas and electricity supplies to the house or flat are turned off where possible.

5.19 If we cause damage to the house or your property in connection with inspections, repairs or improvements or entry, we will reinstate the damage or compensate you for your losses. We have a right to require you to move temporarily to suitable alternative accommodation if this is necessary for the repairs to be done. If you are moved temporarily, we will reimburse you for any extra expenses you have as a result. You will be charged rent during this period but no more than you normally pay.

5.20 Our duties to repair contained in this part of the Agreement continue until this Agreement comes to an end.

Repairs and maintenance: your responsibilities and rights

5.21 You must report to us, as soon as reasonably possible, any damage to the house, the common parts or loss or damage to our property. You can do this in person or by telephone. You can arrange for someone else to do this on your behalf. We operate an emergency telephone service outside office hours.

5.22 You are responsible for taking reasonable care of the house. This responsibility includes carrying out minor repairs and internal decoration. You are not permitted to do anything which could prejudice the health and safety of the occupants or neighbours. It also includes keeping the house in a reasonable state of cleanliness. However, you are not responsible for carrying out repairs which are due to fair wear and tear.

5.23 You are responsible for damage to glass, sinks and sanitary ware, replacing lost or broken keys and any other costs incurred through forcing entry as a result of lost keys.

5.24 All properties have hard wired smoke detectors however, if a battery operated detector is fitted temporarily then you are responsible for replacing the batteries. You are also responsible for replacing the batteries in the central heating thermostat.

5.25 You will take all reasonable steps to ensure that we are notified immediately of emergencies, including those involving the supply of water and ensure that, where necessary, access can be gained by our representatives immediately.

- 5.26 You will take reasonable care to ensure that water pipes do not freeze. In the event of being absent from the property you should ensure that the internal water supply is turned off and pipes and tanks are drained.
- 5.27 Further information about repairs and maintenance is included within your Tenant's Handbook.
- 5.28 You have a right to have certain small repairs carried out within fixed time limits and instruct contractors specified by us if they are not done within those time limits. You may also have a right to compensation in the case of delay. We will tell you when you report the need for a repair whether that repair is one covered by this scheme.
- 5.29 We will maintain comprehensive buildings insurance. We are not responsible for the insurance of your contents and possessions. You are strongly recommended to insure your personal possessions against loss or damage caused by fire, flood, theft, accident etc. We can give you information about providers. Ask us for details.

### 5.30 ALTERATIONS AND IMPROVEMENTS

If you want to:

- alter, improve or enlarge the house, fittings or fixtures
- add new fittings or fixtures (for example kitchen or bathroom installations, central heating or other fixed heaters, double glazing, laminated flooring or any kind of external aerial or satellite dish)
- put up a garage, shed or other structure
- decorate the outside of the house
- Install CCTV or a Ring Door Bell

You must first get our written permission. We will not refuse permission unreasonably. We may grant permission with conditions including conditions regarding the standard of the work. Such works will not be taken into account when determining rent levels. See Paragraph 9.2 for more details about the procedure.

If you make a request to us for permission to carry out alterations or improvements, etc. to the house, we will reply to your written request within one month of receipt of the written application. In that reply we will tell you if we agree to the proposed alterations etc. and, if so, whether we attach any conditions. If we do not reply within one month, we are taken to have agreed to your request. If we refuse this kind of permission, we will let you know in writing our reasons for refusal within one month of receipt of your written application. If you are unhappy

about our refusal or the conditions you may use our Complaints Procedure or you have the right to make an application to the sheriff.

- 5.30 If you have made alterations or improvements with our permission, you may be entitled to compensation at the end of your tenancy under regulations governing such arrangements. We also have the power, even if you do not qualify under these regulations, to make a discretionary payment.
- 5.31 If you carry out any alterations or improvements without our permission, we are entitled to restore the house to its previous condition during or at the end of your tenancy. If we do so, we are entitled to charge you for this work.

## **6 ENDING THE TENANCY**

The tenancy can be ended in any one of the following ways described in paragraphs 6.1 to 6.7.

### **6.1 By Notice from you**

You, give us written notice that you want the tenancy to end on the termination date. You must tell us at the same time if you are married or if you live in the house with another person as husband and wife. If you do, their agreement may also be required.

### **6.2 By Notice from us**

We serve you with a notice to quit expiring on the termination date of this Agreement. This notice to quit will be served at least 40 days before the termination date. This notice will only have the effect of preventing the tenancy under this Agreement from automatically renewing. You will not have to leave the house unless, and until, we obtain a court order.

### **6.3 By Written Agreement**

By written agreement between you, and us. You must tell us at the same time if you are married or if you live in the house with another person as husband and wife. If you do, their agreement may also be required.

### **6.4 By Court Order once the fixed period of the tenancy has ended**

The sheriff grants an order for eviction following a request by us. At the end of the period of the tenancy stated at paragraph 1.4, (or at the end of any continuation of the tenancy), we may seek an order for your eviction from the sheriff. We may ask for such an order under Section 36 of the Housing (Scotland) Act 2001. Before we do so, we will first send you a written notice giving you the earliest date from which we will start court proceedings which will set out why we want to evict you. We will also send you a notice to quit as described in paragraph 6.2 above. You can also apply to us for a review of our decision to seek an order for your eviction if you wish to apply for a review, you must do so within 14 days of the date we serve the notice on you. If we raise court proceedings, the court must make an order allowing us to repossess the house if it appears that:

- the original term of the tenancy has come to an end; AND
- the tenancy is not automatically renewing; AND

- there is no further tenancy agreement between us and you for the house; AND
- we have correctly sent you the written notice referred to above.

The court must grant decree for repossession providing the above procedures have been correctly carried out by us.

#### 6.5 By Court Order on other grounds

The sheriff grants an order for eviction following a request by us. You have a right to defend any legal action taken by us against you. We may ask for such an order under Section 14 of the Housing (Scotland) Act 2001 on any of the grounds contained within Schedule 2 of the Act. Before we do so, we will first send you a written notice. We will also send that written notice to anyone else living with you who is a member of your family aged 16 or over and your lawful sub-tenants, lodgers, and assignees. They will also have a right to take part in the court proceedings.

The Schedule 2 grounds:

- you owe us rent or you have broken some other condition of this Agreement
- you, someone residing in your house, or anyone visiting it, have been convicted of using the house or allowing it to be used for illegal or immoral purposes or a criminal offence, punishable by imprisonment, which was committed in the house or the locality
- the condition of the house or common parts, or furniture we have supplied, has deteriorated because of the fault of you, your sub-tenant or somebody in your household
- you, and your spouse, civil partner or co-habitee, have been absent from the house for more than 6 months without good reason or you have stopped living in it as your principal home
- we gave you this tenancy as a result of false information given by you in your application for the house
- you, someone residing in your house, or anyone visiting it, has acted in an anti-social manner towards (or harassed) someone else in the locality and it is not reasonable for us to transfer you to another house.



In all the above cases, the sheriff must also be satisfied that it is reasonable to make an order for eviction unless we are relying solely on paragraph 2 of Schedule 2 of the Act and have served the appropriate notices within 12 months of the conviction or appeal in accordance with section 16(2) (aa) of the Act in which case the Sheriff must grant an order for eviction.

- you or someone residing in your house has been guilty of nuisance or annoyance in or in the neighbourhood of the house, or has pursued a course of conduct amounting to harassment of someone else in the locality and it is appropriate, in our opinion, to transfer you to another house
- the numbers of people in the house amount to the criminal offence of overcrowding
- we intend to demolish or carry out substantial work to your house (or the building in which it is located) within a reasonable time and that work cannot reasonably be done if you are still living there
- the house has been designed or adapted for people with special needs and no-one in your household has such special needs, but we require the house for someone who has
- the house is part of a larger group of houses which have been designed or adapted or located near facilities for people with special needs and no-one in your household has those needs, but we require the house for someone who has
- we have leased your house from somebody else and that lease has ended or will end within 6 months
- In the six cases above, the sheriff must grant an order for eviction if we also offer you a suitable alternative house as defined by Schedule 2 (Part 2) of the Housing (Scotland) Act 2001.
- we want to transfer the house to your husband or wife (or ex-husband or wife) or co-habitee, where one of you no longer wishes to live with the other. In this case, we will offer you a suitable alternative house as defined by Schedule 2 (Part 2) of the Housing (Scotland) Act 2001. The sheriff must also be satisfied that it is reasonable to grant the order.

## 6.6 By Abandonment by you

We have reasonable grounds for believing that you have abandoned the house.

We will also give you at least 4 weeks' notice that we believe that you have abandoned the house. If, at the end of that period, we have reasonable grounds for believing that you have abandoned the house, we may repossess it by service of another notice. You have a right to make application to the sheriff against repossession within 6 months. We will secure the safe custody and delivery to you of any property which is found in the house if its value is sufficient to cover the costs of storage. We will have the right to make a charge for this and to dispose of any property if you have not made arrangements for its delivery within a given period.

#### 6.7 By Death

By your death. Your tenancy cannot be inherited by anyone after you die. However, if there is a surviving joint tenant, s/he will become the sole tenant on the death of the other tenant.

#### 6.8 Abandonment by a joint tenant

If we have reasonable grounds for believing that a joint tenant has abandoned the house, we may give that tenant 4 weeks' notice. If we are satisfied on reasonable grounds, at the end of the 4 week period, that the joint tenant has abandoned the house, we may serve another notice. This second notice will terminate that joint tenant's interest in the tenancy in not less than 8 weeks. That second notice will not, however, terminate the tenancy which will continue. That tenant has a right of appeal to the sheriff.

#### 6.9 Termination by joint tenant alone

A joint tenant may, at any time, end his or her interest in the tenancy of the house by giving 4 weeks' written notice to us and to the other joint tenant(s). That notice will not, however, terminate the tenancy which will continue.

#### 6.10 Before moving out of your house, you must do the following:

- leave the house in a clean and tidy condition
- remove all your belongings
- make sure any lodgers or sub-tenants leave with you
- allow us access to your house before you move out, at reasonable times, to show new tenant's round
- hand in your keys to the housing office

- remove any fixtures and fittings you have installed without our written permission and put right any damage caused. This does not affect your obligations under paragraph 5.23 above
- check with us to make sure that you have paid all payments due to us
- apply for any compensation you may be entitled to under paragraph 5.22 above
- leave the house in good decorative order
- do the repairs you are obliged to do
- give us a forwarding address unless there is good reason for not doing so.

## **7 INFORMATION AND CONSULTATION**

7.1 You are entitled, under the General Data Protection Regulation to access personal data we hold on our systems. We will provide you with a copy of any such information we hold within one calendar month of your request. You may have other rights under the General Data Protection Regulation in relation to your personal data, which we will honour.

The Association may not charge a fee for acting in response to your request, however, we may charge a reasonable fee where the Association considers any such request to be manifestly unfounded.

7.2 We will publish an annual report on our housing management performance. We will give you information about our complaint's procedure.

7.2 On request, we will provide you with information relating to:

- the terms of your tenancy
- our policy and procedures on setting rent charges
- our policy and rules about
- admission to the housing list
- allocations
- transfers of tenants between houses
- exchanges of houses between our tenants and tenants of other landlords
- repairs and maintenance
- whether you have the right to buy your house (see also paragraph 9.1)
- our Tenant Engagement & Communication Strategy
- our arrangements for taking decisions about housing management and services.

7.3 We will consult you about making or changing:

- policies regarding housing management, repairs and maintenance if the proposal is likely to significantly affect you
- proposals for changes in rent charges where they affect all or a class of

tenants (and you are to be affected)

- proposals for the sale or transfer of your house to another landlord
- decisions about the information to be provided relating to our standards of housing management and performance
- performance standards or targets in relation to housing management repairs and maintenance
- our Tenant Engagement & Communication Strategy.

We will take into account any views that you have before making a final decision. Any consultation with you will include giving you comprehensive information in an accessible form and reasonable time to express views.

## **8 COMPLAINTS**

- 8.1 If you think that we have broken this Agreement or have failed to do anything we promised, you can complain to us under the complaints procedure which we will have made available to you.
- 8.2 If you are still dissatisfied after going through our complaint's procedure, you may also have the right to complain to the Ombudsman. You may also wish to take advice from an independent source such as a law centre, solicitor, housing advice centre, Citizens Advice Bureau or tenants' association.
- 8.3 If we have failed to carry out any of our material obligations under this Agreement, you have a right (in addition to any other legal rights you may have) to withhold your rent until we do comply with our obligations. However, you may only do so if:
- you have told us in writing why you think we have broken this Agreement; AND
  - we have not fulfilled our obligations within a reasonable period; AND
  - you have made a formal written complaint under our complaint's procedure (see paragraph 8.1); AND
  - you have finished the complaints procedure and you are still dissatisfied

OR 3 months have passed since you made the formal written complaint under the complaint's procedure.

YOU ARE STRONGLY ADVISED TO OBTAIN LEGAL ADVICE BEFORE WITHHOLDING YOUR RENT. YOUR HOME IS AT RISK IF YOU WRONGLY WITHHOLD RENT. IT IS ESSENTIAL IN ALL CASES THAT ALL THE RENT WITHHELD IS PLACED IN A SECURE ACCOUNT AND THAT YOU CAN PROVIDE EVIDENCE OF THIS.

## **9 GENERAL PROVISIONS**

### **9.1 MANAGEMENT SERVICES**

You have the right, in terms of section 55 of the Housing (Scotland) Act 2001 together with others in a tenant management co-operative, to seek to exercise the management of one or more aspects of the housing service that we provide. We will provide more details to you about this right on request.

### **9.2 PERMISSIONS**

- Where this Agreement requires you to obtain our permission for anything you must make your request in writing. We will not refuse the request unreasonably.
- If we refuse permission, we will tell you what the reason is. We will give you our decision in writing as soon as possible.
- We may give you permission on certain conditions. We may withdraw our permission if the activity which we have given you permission for is anti-social to anyone in the neighbourhood.
- If you object to our decision, you can appeal using our complaints procedure.
- If the request for permission is about taking a lodger, sub-letting, assignation, exchanging the house or creating a joint tenancy (see Part 4 of this Agreement), we will reply to your written request within one month of receipt of the written application. If we do not reply within one month, we are taken to have agreed to your request. If we refuse this kind of permission, we will notify you of the reasons for our refusal in writing within one month of receipt of your application. If you are unhappy about our refusal, you have the right to make an application to the sheriff.
- If the request for permission is about alterations or improvements, etc. to the house (see paragraph 5.30 of this Agreement), we will reply to your written request within one month of receipt of the written application. In that reply we will tell you if we agree to the proposed alterations, etc. and if so, whether we attach any conditions. If we do not reply within one month, we are taken to have agreed to your request. If we refuse this kind of permission, we will let you know in writing our reasons for refusal within one month of receipt of your written application. If you are unhappy about our refusal or the conditions that we have attached, you have the right to make an application to the sheriff.

- If the request for permission is about changing the terms of the tenancy relating to your use or enjoyment of the house (see paragraphs 2.3 and 2.17) and we refuse permission, you have a right of application to the sheriff.

#### 9.4 NOTICES

If you want to send any form of document to us, it will be sufficient if you send or deliver it to us at our registered office. If we want to give you any document, we will deliver it to you, leave it at your last known address or send it by recorded delivery to your last known address. We will assume that this is your current address and that all documents to you should be sent there unless you tell us that you want anything to be sent to another address.

If you are notifying us that someone is moving into or out of the property or any other changes in the household you should follow the process set out in our tenant handbook and only notice given in this way will be accepted by us for the purposes of subletting, assignation and joint tenancies.

#### 9.5 COMPLETION OF THIS AGREEMENT

By signing below, you are completing a legally binding contract committing you to all of the terms of this Agreement. This Agreement does not terminate any existing tenancy. The terms and conditions of this Agreement replace the terms and conditions under any other tenancy agreement that you had with us, immediately before this Agreement came into effect, in relation to the house. By signing below, you are also confirming that you have already been served with a notice under section 34(4) of the Housing (Scotland) Act 2001 telling you that this is a Short Scottish Secure Tenancy, why you have been offered this tenancy and how long the tenancy is for.

<p>SIGNED FOR LANDLORD .....</p> <p>NAME.....</p> <p>WITNESS NAME .....</p> <p>WITNESS SIGNATURE.....</p> <p>WITNESS ADDRESS .....</p> <p>.....</p> <p>DATE .....</p>
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SIGNED BY TENANT/JOINT TENANT.....

WITNESS NAME .....

WITNESS SIGNATURE.....

WITNESS ADDRESS .....

.....

DATE .....

SIGNED BY TENANT/JOINT TENANT.....

WITNESS NAME .....

WITNESS SIGNATURE.....

WITNESS ADDRESS .....

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DATE .....