SCOTTISH STATUTORY INSTRUMENTS

2026 No. 279

HOUSING

The Private Residential Tenancies (Prescribed Notices and Forms) (Scotland) Regulations 2026

Made - - - -	*30th September 2026*
Laid before the Scottish Parliament	*2nd October 2026*
Coming into force - -	*1st April 2027*

The Scottish Ministers make the following Regulations in exercise of the powers conferred by sections 17(3), 22(2)(b), 24(3) and (4), 61(3)(b), 62(1)(d), 76 and 77(2) of the Private Housing (Tenancies) (Scotland) Act 2016(**a**) and all other powers enabling them to do so.

Citation, commencement and interpretation

1.—(1) These Regulations may be cited as the Private Residential Tenancies (Prescribed Notices and Forms) (Scotland) Regulations 2026.

(2) These Regulations come into force on 1 April 2027.

(3) In these Regulations, "the Act" means the Private Housing (Tenancies) (Scotland) Act 2016.

Notice of a tenant's intention to make an application to the First-Tier tribunal to draw up terms or sanction failure to provide information

2.—(1) A notice under section 14(3) (application to First-tier Tribunal to draw up terms) of the Act of the tenant's intention to make an application to the First-tier Tribunal under section 14(1) of the Act, given by a tenant to a landlord on or after 1 April 2027, must be in the form set out in schedule 1.

(2) A notice under section 16(3)(c) (First-tier Tribunal's power to sanction failure to provide information) of the Act of the tenant's intention to make an application to the First-tier Tribunal under section 16(1) of the Act, given by a tenant to a landlord on or after 1 April 2027, must be in the form set out in schedule 1.

Rent-increase notice

3. A rent-increase notice under section 22(1) (landlord's power to increase rent) of the Act, given by a landlord to a tenant on or after 1 April 2027, must be in the form set out in schedule 2.

(**a**) 2016 asp 19.

Referral to a rent officer to determine the rent

4.—(1) A referral under section 24(1) (tenant's right to refer increase to rent officer) of the Act to determine the rent, made by a tenant to a rent officer on or after 1 April 2027, must be in the form set out in schedule 3.

(2) A referral under section 24(1) of the Act, made by a tenant to a rent officer on or after 1 April 2027, must be intimated to the landlord by the tenant—

(a) completing Part 3 of the rent increase notice set out in schedule 2, and

(b) sending the completed Part 3 to the landlord.

Notice to leave

5. A notice to leave under section 50(1)(a) (termination by notice to leave and tenant leaving) of the Act, given by a landlord to a tenant on or after 1 April 2027, must be in the form set out in schedule 4.

Sub-tenancy notice to leave

6. A sub-tenancy notice to leave under section 61(1) (sub-tenancy notice to leave) of the Act, given by a landlord to a sub-tenant on or after 1 April 2027, must be in the form set out in schedule 5.

Saving provision

7. Despite regulation 8, the Private Residential Tenancies (Prescribed Notices and Forms)(Scotland) Regulations 2017(**a**) continue to apply to a notice or referral described in regulations 2 to 6 which is given, made or intimated before 1 April 2027.

Revocations

8. The following instruments are revoked—

(a) the Private Residential Tenancies (Prescribed Notices and Forms)(Scotland) Regulations 2017,

(b) the Assured Tenancies and Private Residential Tenancies (Prescribed Notices and Forms) (Miscellaneous Temporary Modifications) (Scotland) Regulations 2022(**b**), and

(c) the Private Residential Tenancies and Assured Tenancies (Prescribed Notices and Forms) (Temporary Modifications) (Scotland) Regulations 2023(**c**).

SHIRLEY-ANNE SOMERVILLE
A member of the Scottish Government

St Andrew's House,
Edinburgh
30th September 2026

(**a**) S.S.I. 2017/297.
(**b**) S.S.I. 2022/307.
(**c**) S.S.I. 2023/58.

SCHEDULES

SCHEDULE 1

Regulation 2

Notice of a tenant's intention to make an application to the First-Tier Tribunal to draw up terms or sanction failure to provide information

NOTIFICATION OF TENANT'S INTENTION TO APPLY TO THE FIRST-TIER TRIBUNAL

TENANT'S NOTIFICATION TO A LANDLORD UNDER SECTION 14(3) OR 16(3)(c) OF THE PRIVATE HOUSING (TENANCIES) (SCOTLAND) ACT 2016 (THE ACT) OF THE TENANT'S INTENTION TO MAKE AN APPLICATION TO THE FIRST-TIER TRIBUNAL FOR SCOTLAND (THE TRIBUNAL) IN CONNECTION WITH A FAILURE TO SUPPLY IN WRITING ALL TENANCY TERMS AND/OR ANY OTHER SPECIFIED INFORMATION

Important: information for Landlord(s) – please read this notice carefully.

This notice informs you, as a Landlord, that your Tenant(s) wants to make an application to the Tribunal because you have failed to give them a copy of all the written terms of their tenancy and/or you have failed to give any other specified information.

The notice also tells you if your Tenant is looking for a payment order from the Tribunal. If a payment order is awarded, you may need to pay your Tenant up to a maximum of six months' rent.

If you give your Tenant(s) all the required information before the date noted in Part 2, your Tenant(s) can't make an application to the Tribunal.

Advice - If you have questions about this notice, contact one of the following:

- your local council;
- Shelter Scotland;
- your local Citizens Advice Bureau;
- a solicitor (you may be able to get legal aid depending on your income); or
- the Scottish Association of Landlords (a membership organisation).

To be filled in by the tenant(s)

Part 1 – Landlord(s) or Agent's details

To: (name of the Landlord(s) or Agent): _____

_____

At: (address of Landlord(s) or Agent): _____

_____

_____

Part 2 – Tenant(s) details and missing information

This gives you notice that: (name of Tenant(s)) _____

_____

at: (address of Let Property) _____

_____

intend(s) to make an application to the Tribunal no earlier than _____ (insert the date after the 28 days' notice period ends) for:

Please tick one box only

☐ Failure to give me all the written terms of my tenancy as required under section 10 of the Act.

(Give details of the missing written tenancy terms): _____

_____

_____

☐ Failure to give me the following information specified in regulations made under section 11 of the Act:

(Give details of the information your Landlord should have given you): _____

_____

_____

A payment order under section 16 of the Act. (Delete if no payment order is sought.)

Part 3 – The Let Property

If an agent (or another person) acts on your behalf please give us all their contact details, including their address. This can be someone who acts on your behalf to deal with your personal affairs. You must have agreement with this person that they can carry out this role for you.

The let property was/was not (delete as appropriate) in a rent control area as defined in Part 1 of the Housing (Scotland) Act 2025 on the date when the tenancy began.

Signed: _____

_____

(Tenant(s) or Tenant's agent (if appropriate))

Date: _____

Address of Tenant's agent (if appropriate): _____

_____

SCHEDULE 2

Regulation 3

Rent-increase notice

RENT-INCREASE NOTICE AND TENANT(S) RESPONSE

LANDLORD'S RENT-INCREASE NOTICE TO TENANT(S) UNDER SECTION 22(1) OF THE PRIVATE HOUSING (TENANCIES) (SCOTLAND) ACT 2016

Important information for the Tenant(s) - Please read this notice carefully.

This notice cannot be used to inform the tenant of a rent increase where the property is in a Rent Control Area, unless the property is an "exempt" property. You can find out more about Rent Control Areas and exempt properties here:

- https://www.gov.scot/policies/private-renting/rent-controls/

Advice – A guidance note for tenants is available on the Scottish Government website:

https://www.gov.scot/publications/private-residential-tenancy-prescribed-notices-forms/

If you have questions about this notice, speak to your landlord or contact one of the following:

- your local council;
- Shelter Scotland;
- your local Citizens Advice Bureau; or
- a solicitor (you may be able to get legal aid depending on your income).

This notice informs you, as a Tenant, that your Landlord wants to increase the rent for your private residential tenancy. The new rent will start from the date shown in Part 2 of this notice unless you take one of the following actions:

1. you reach an agreement with your Landlord to amend or further delay the rent increase.
2. you refer this notice to a Rent Officer for a rent determination, using specific referral to a Rent Officer form, https://www.mygov.scot/create-rent-increase-referral, within 30 days of receiving this notice.
3. you can prove that your Landlord did not give you enough notice of the increase, i.e. at least 3 months written notice.

If you wish to refer this notice to a rent officer, you must complete Part 3 of this form and return it to your Landlord and make an application to a Rent Officer within 30 days of receiving this notice. If you do not do this, the rent increase will start from the date shown in Part 2 of this notice.

If you apply to a Rent Officer to review the proposed increase to your rent, the Rent Officer will not be able to set an amount above the rent increase proposed by the landlord in the rent increase notice.

Part 1 – THE TENANT AND THE LET PROPERTY (this part must always be completed by the Landlord)

Tenant(s) name(s):

_____

_____

Let Property (the Tenant(s) address):

_____

_____

Part 2 – THE PROPOSED RENT INCREASE (this part must always be completed by the Landlord)

This gives you notice that: (name of Landlord(s))

_____

of: (address of landlords(s))

_____

_____

proposes to increase your rent from £_____ per *week/fortnight/4 weeks/month/quarter/year
to a new rent of £_____ per *week/fortnight/4 weeks/month/quarter/year for your tenancy at the address in Part 1.

The new rent is to take effect from: (insert date)
_____

The last time the rent was increased: (insert date (if appropriate)) _____

I confirm that the date the new rent will start from is at least 12 months after any previous rent increase.

Signed: (Landlord/Landlord's agent) _____

Date:_____

Address of Landlord's agent (if appropriate):

_____

_____

Part 3 – TENANT'S RESPONSE TO THE PROPOSED RENT INCREASE

This part must be completed by the Tenant(s) and returned to the Landlord. If this isn't done, the rent increase will take effect from the date shown in Part 2 of this notice.

To: (Landlord/Landlord's letting agent): _____

From: (name of the Tenant(s)): _____

_____of:

(address of Let Property): _____

[*I/We] acknowledge receipt of the rent-increase notice dated _____ and give you notice that:

☐ *I/We accept the new rent to apply from: (insert date) _____

☐ *I/We accept the new rent, but have not been given sufficient notice. I/we can provide evidence that I/we did not receive the rent-increase notice until: (insert date) _____.

Therefore, the rent increase cannot take effect until _____ (insert date).

☐ *I/We do not accept the new rent to apply from_____ (insert date) and propose to make a referral to a Rent Officer for a determination of the open market rent

[* delete 'I' or 'We' as appropriate]

Signed: (Tenant(s)/Tenant's agent)

_____

If the tenancy is a joint tenancy all Tenants (or their agents) must sign.

Date:_____

Address of Tenant's agents(s) (if appropriate): _____

_____ _____

This is an important document.

You should make a copy for your own records before returning this section to your Landlord. You may be asked to provide evidence that you have sent Part 3 to the Landlord and it is important that you can demonstrate that you have done this.

If you intend to make an application to a rent officer, you must—

1. **return this part to the Landlord, and**
2. **make an application to the rent officer using the specific referral to a Rent Officer form,** https://www.mygov.scot/create-rent-increase-referral,

You must do this within 30 days from receiving the rent increase notice from the Landlord. If you do not do both of these things within that 30 day period, the rent increase will take effect from the date shown in Part 2 of this notice.

SCHEDULE 3

Regulation 4

Referral to a rent officer to determine the rent

REFERRAL BY A TENANT TO A RENT OFFICER

TENANT'S REFERRAL OF A RENT INCREASE TO A RENT OFFICER UNDER SECTION 24(1) OF THE PRIVATE HOUSING (TENANCIES) (SCOTLAND) ACT 2016

IMPORTANT: INFORMATION FOR TENANT(S)
You should use this form if you, as a tenant, want a Rent Officer to decide what your rent should be because:

- Your Landlord has given you a rent-increase notice; AND
- You think the increase may be too high.

The Rent Officer will aim to send you the decision within 40 days of receiving your completed referral form.

You cannot use this form to apply to a rent officer if the let property is in a Rent Control Area, unless the property is an "exempt" property. You can find out more about Rent Control Areas and exempt properties here: https://www.gov.scot/policies/private-renting/rent-controls/

YOU MUST SUBMIT THIS FORM TO THE RENT OFFICER WITHIN 30 DAYS OF RECEIVING THE RENT-INCREASE NOTICE FROM YOUR LANDLORD.

You can fill in this form online. If you are filling in your form by hand, please use BLOCK CAPITALS and send to the address below. If there are boxes to tick, tick only one.

Important Information before completing the application form

Rent Officers are independent officers appointed under the Rent (Scotland) Act 1984, who will decide the rent by comparing similar properties in your area. **In deciding the rent, the rent officer will not be able to set an amount above the rent increase proposed by the landlord in the rent increase notice.**

Once your referral form is received the Rent Officer may decide to inspect your property, so it is important that you tell us when you will **NOT** be available for an inspection.

You should read this referral form carefully and aim to complete it fully (there is a guidance note available on https://www.gov.scot/publications/private-residential-tenancy-prescribed-notices-forms/ to help you). If there are any questions that are not relevant to your circumstances, please mark them as 'not applicable' or 'N/A.'

Once you have filled in your referral form please send it to:

Rent Service Scotland
Compass House
11 Riverside Drive
Dundee DD1 4NY

Once you have sent the referral form you must inform Rent Service Scotland immediately if any of the information you have provided changes.

If you would like more information about this process or any help completing this form please phone 0300 244 7000 or email us on rss.dundee@gov.scot

Advice - If you have questions about this referral contact one of the following:

- your local council;
- Shelter Scotland;
- your local Citizens Advice Bureau;
- a solicitor (you may be able to get legal aid depending on your income).

Notes to assist you completing the questions on this referral form

Question 1(a) This is the address of the property where you currently live. We may phone you or send an email, so please give us your current telephone number and email address.	**Question 1(b)** If an agent (or another person) acts on your behalf please give us all their contact details, including their address. This can be someone who acts on your behalf to deal with your personal affairs. You must have agreement with this person that they can carry out this role for you.
Question 2(a) We need to write to your Landlord so please provide all the necessary contact details, including their address.	**Question 2(b)** If an agent (or another person) acts on your Landlord's behalf please give us all their contact details, including their address.
Question 3(a) We need to know what type of property you currently live in.	**Question 3(b)** We need to know how many rooms there are in your property. We have provided a list of typical rooms in a property – please indicate in each box how many of these type of rooms are in your property.
Question 3(c) Please let us know about any part of your property that is shared with another tenant.	**Question 3(d)** We need to know details of all the outside space that comes with your property and is included in your tenancy.
Question 3(e) We need to know if the property has central heating – you need to select an option from the list.	**Question 3(f)** We need to know if the property has double glazing - you need to select an option from the list.
Question 4(a) This information will only be relevant if services are included in the amount of rent you pay for the property where you currently live. If they are, please give us details of the services you receive - for example, stair cleaning, garden maintenance, door entry maintenance and communal area maintenance.	**Question 4(b)** Please give us details of how much of your rent is for any services that you receive. If the amount of services is not listed separately please let us know this.
Question 5 (a) This information will only be relevant if your bills are included in the rent you pay.	**Question 5** (b) If you know the amount you pay for bills as part of your rent, please provide this information. If you don't know the amount, please tick the box.
Question 6 This information will only be relevant if furniture or white goods are included in the amount of rent you pay for the property where you currently live. If they are included you should have received a list from your Landlord. We will need to see a copy of this.	**Question 7(a)** We need to know about any improvements that you have made to your property which were not your responsibility under your tenancy agreement. Please list these.
Question 7(b) We need to know about any improvements that your landlord has made to your property since the start of your current tenancy. Please list these.	**Question 8(a)** We need to know about any defects, damages, or damp and mould in the property.

Question 8(b) We need to know if and when you reported the defects, damages, or damp and mould to your landlord or letting agent.	**Question 9(a)** We need to know how much rent you are paying and how often you pay it.
Question 9(b) We need to know the proposed rent and how often you will need to pay it.	**Question 9(c)** We need to know the date you received the rent-increase notice from your landlord
Question 9(d) We need to know the date you received the rent-increase notice as you are required to submit your application to Rent Service Scotland within 30 days of you receiving this notice.	**Question 10** Please provide the necessary documents with your referral and tick the appropriate box(es) that you have done so.
Question 11 We may decide to inspect your property therefore it is important that you let us know when you **WILL NOT BE AVAILABLE** for an inspection. We will only be able to inspect during office hours and to allow for travelling by the Rent Officers this will be between 9.30 am and 3.30 pm	**Question 12** Please make sure that you (or your agent) sign the form. Failure to do will make the referral invalid. You do not need to sign the form if you are filling it in online – just enter your name.

Question 1 - Tenant's details

(a) Tenant(s) Name, Address, Postcode and contact details (telephone number and email address)

Tenant 1: Name _____

Address _____

_____

Postcode _____

Telephone Number _____

Email Address _____

Tenant 2: Name _____

Address _____

_____

Postcode _____

Telephone Number _____

Email Address _____

(b) Tenant's Agent's Name, Address, Postcode and contact details (telephone number and email address). **For information on who can act as your Agent please see the 'Notes to Assist' section.**

Name _____

Address _____

_____

Postcode _____

Telephone Number _____

Email Address _____

Question 2 – Landlord's Details

(a) Landlord's Name, Address, Postcode and contact details (telephone number and email address)

Name _____

Address _____

_____

Postcode _____

Telephone Number _____

Email Address _____

(b) Landlord's Agent's Name, Address, Postcode and contact details (telephone number and email address).

Name _____

Address _____

_____

Postcode _____

Telephone Number _____

Email Address _____

Question 3 - Details of the Property

(a) What kind of property is it? For example - a detached or terraced house or flat or part of a house. (If a flat give the flat number for example - 1F1, G/R)

Property Type _____

(b) How many, and what type of rooms does the property have:

Room Type	**How many rooms?**
Living Room	
Bedroom	
Kitchen	
Bathroom	
WC	
Bedsit	

Other (please state below)	**How many rooms of this type**
1.	
2.	
3.	
4.	

(c) Is there any accommodation or facilities shared with another tenant? Yes ☐ No ☐

If yes, please give details_____

(d) Does the tenancy include a parking space, garage, garden, yard or any other separate building or land? Yes ☐ No ☐

If yes, please give details_____

(e) Please tell us if there is any heating in your property. (Please delete as appropriate*)

None*
Part central heating*
Full central heating*
Electric heating*
Storage heaters*

(f) Please tell us if your property has double glazing. (Please delete as appropriate*)

None*
Full*
Partial*
Secondary*
Triple*
Unknown*

Question 4 – Services

(a) Are any services included? (for example - cleaning, maintenance of communal parts, etc.)?

Yes ☐ No ☐

If yes, please give details_____

(b) How much rent is charged for these services? If the charge is included within the rent please state this.

£

Question 5 – Bills

(a) Are bills included in the rent (for example, Council Tax, gas, electricity, broadband, telephone, water and wastewater etc)

Yes ☐ No ☐

b) How much are you charged for these bills?

Total	£
Don't know (Tick)	

Question 6 – Furniture

Furniture provided (select the one that applies)

	Select only one option
Fully furnished	
Partially/minimally furnished	
Unfurnished	

Question 7 – Improvements

(a) Have you (or a previous tenant under the same tenancy) carried out any improvements or replaced fixtures and fittings for which you were NOT responsible under the terms of tenancy? Please refer to your tenancy agreement for information on what fixtures and fittings are your or your landlord's responsibility.

Yes ☐ No ☐

If yes, please give details_____

_____

(b) Has the landlord made any improvements to the property since the start of your tenancy?

Yes ☐ No ☐

If yes, please give details_____

_____

Question 8 – Damages/defects/dampness

(a) Are there any damages, defects, and/or damp and mould in the property? If yes, please give details.

Yes ☐ No ☐

If yes, please give details_____

_____

(b) Have the damages/defects/damp and mould been reported to the landlord?

Yes ☐ No ☐

If yes, please provide the date it was reported_____

Question 9 – Your rent

(a) How much rent are you paying now?

£_____per *week/fortnight/4 weeks/month/quarter/year

(b) What is the new amount of rent?

£_____per *week/fortnight/4 weeks/month/quarter/year
* delete as appropriate

(c) What is the date on the rent-increase notice?_____

(d) What is the date you received the rent-increase notice?_____

Please attach a copy of the rent-increase notice which you received from your Landlord. This tells you about the proposed new rent.

Question 10 – Documents required to support your referral

When you send your referral to us you should attach copies of your tenancy agreement and rent-increase notice which the Rent Officer will need to make a decision about the open market rent. Can you confirm if you have attached the following documents?

(a) A copy of your tenancy agreement Yes ☐ No ☐

(b) A copy of the rent-increase notice you received from your landlord Yes ☐ No ☐

Any documents which you send with this referral will be sent back to you as soon as possible. Where possible, please send copies of documents rather than originals. Copies of documents can be provided by email. If sending original documents, please send them recorded delivery.

Question 11 – The inspection of your property

To set the rent for your property the Rent Officer may decide to inspect it. This will take place during normal office hours (Monday - Friday between 9.30 am and 3.30 pm). Please let us know the dates over the next month when you are **NOT AVAILABLE** for an inspection.

Dates unavailable _____

_____

Your Landlord will be invited to the inspection. You can only re-schedule once. If you are unavailable for an initial or rescheduled inspection, a decision about your rent will be made based on the information available.

Question 12 – Declaration

I make a referral to a Rent Officer for a determination of the open market rent for the property at the address shown in part 1(a).

I confirm I have sent Part 3 of the rent-increase notice to my Landlord to let them know that I am referring to a Rent Officer.

Tenant 1: Signed (Tenant or tenant's agent) _____

Name in BLOCK CAPITALS_____

Tenant 2: Signed (Tenant or tenant's agent) _____

Name in BLOCK CAPITALS_____

In the case of Joint tenants all tenants must sign this form.

Date signed_____

SCHEDULE 4

Regulation 5

Notice to leave

NOTICE TO LEAVE

LANDLORD'S NOTICE TO A TENANT TO LEAVE UNDER SECTION 50(1)(a) OF THE PRIVATE HOUSING (TENANCIES) (SCOTLAND) ACT 2016

Important information for the Tenant(s) - Please read this notice carefully.

Advice - If you have questions about this notice, speak to your Landlord or contact one of the following:

- your local council
- Shelter Scotland
- your local Citizens Advice Bureau
- a solicitor (you may be able to get legal aid depending on your income)

Homelessness - Speak to your local council if you're worried about having somewhere to live. They can advise you on your options.

This notice informs you, the Tenant, that your Landlord is giving you notice to leave the Let Property, and if you do not leave the property once the relevant notice period has expired, your Landlord can apply to the First-tier Tribunal for Scotland (the Tribunal) for an eviction order.

Your Landlord must give you a minimum of 28 days' notice, and may be required to give you 84 days' notice, depending on how long you have occupied the Let Property and the grounds on which they intend to apply for eviction.

Part 1 – TENANT'S DETAILS

To:
(Name of tenant(s)):

_____

_____

_____

Of:
(Address of Let Property): _____

_____

_____

The tenant(s) has lived in the property since: _____

Part 2 – EVICTION GROUND(S) BEING USED

[I/We*] your [Landlord(s)/Landlord's Agent*]:

(insert name of Landlord(s)/Agent):_____

Of:

(address and telephone number of Landlord(s)/Agent):_____

_____

_____

inform you that if you choose not to leave the Let Property on the date shown in Part 4 of this notice, I/we* intend to apply to the Tribunal for an eviction order in respect of the Let Property on the following ground(s) which is a ground(s) for eviction as set out in schedule 3 of the Private Housing (Tenancies) (Scotland) Act 2016:

- ☐ Your Landlord intends to sell the Let Property
- ☐ The Let Property is to be sold by the mortgage lender
- ☐ Your Landlord intends to refurbish the Let Property
- ☐ Your Landlord intends to live in the Let Property
- ☐ Your Landlord's family member intends to live in the Let Property
- ☐ Your Landlord intends to use the Let Property for a non-residential purpose
- ☐ The Let Property is required for a religious purpose
- ☐ You cease to be - or fail to become - an employee of the Landlord
- ☐ You no longer need supported accommodation
- ☐ You are no longer occupying the Let Property
- ☐ You have breached a term(s) of your tenancy agreement
- ☐ You are in rent arrears over three consecutive months
- ☐ You have a relevant criminal conviction
- ☐ You have engaged in relevant antisocial behaviour
- ☐ You have associated in the Let Property with someone who has a relevant criminal conviction or has engaged in relevant antisocial behaviour
- ☐ Your Landlord has had their registration refused or revoked
- ☐ Your Landlord's HMO licence has been revoked or renewal has been refused
- ☐ An Overcrowding Statutory Notice has been served on your Landlord

Part 3 - DETAILS AND EVIDENCE OF EVICTION GROUND(S)

[I/We*] also inform you that [I/we*] are seeking eviction under the above ground(s) for the following reasons:

[State particulars of how you believe the ground(s) have arisen – continue on additional sheets of paper if required. Please give as much detail as possible including relevant dates, and in cases of rent arrears insert the amount of arrears outstanding and the period over which it has built up.]

_____

_____

_____

_____

It is important that the Tenant fully understands why you are seeking to evict them and that the action you are taking is justified. The provision of supporting evidence with this notice can help do that.

[I/We*] attach the following evidence to support the eviction action:

_____

_____

_____

* delete as appropriate

Part 4 – THE END OF THE NOTICE PERIOD

An application will not be submitted to the Tribunal for an eviction order before _____(insert date). This is the earliest date that Tribunal proceedings can start and will be at least the day after the end date of the relevant notice period (28 days or 84 days depending on the eviction ground).

Signed:
(Landlord(s) or Agent): _____

Dated:
_____

THIS IS AN IMPORTANT DOCUMENT AND YOU SHOULD KEEP IT IN A SAFE PLACE.

SCHEDULE 5

Regulation 6

Sub-tenancy notice to leave

SUB-TENANCY NOTICE TO LEAVE

HEAD LANDLORD'S NOTICE TO A SUB-TENANT TO LEAVE UNDER SECTION 61(1) OF THE PRIVATE HOUSING (TENANCIES) (SCOTLAND) ACT 2016

Important information for Sub-Tenant(s) - Please read this notice carefully, including the 'Guidance notes for Sub-Tenants' section

Advice - If you have questions about this notice, speak to your landlord or contact one of the following:

- your local council
- Shelter Scotland
- your local Citizens Advice Bureau
- a solicitor (you may be able to get legal aid depending on your income)

Homelessness - Speak to your local council if you're worried about having somewhere to live. They can advise you on your options.

This notice informs you, the Sub-Tenant, that the Head Landlord (likely to be your landlord's landlord) is serving on you notice to leave the Let Property. If you do not leave the Let Property once the relevant notice period has expired, your Head Landlord can apply to the First-tier Tribunal (the Tribunal) for an eviction order.

Your Landlord must give you a minimum of 28 days' notice, and may be required to give you 84 days' notice, depending on how long you have occupied the Let Property and the grounds on which they intend to apply for eviction.

The Let Property you live in is sub-let, so in addition to serving a notice to leave on their tenant, the Head Landlord must also serve notice on any Sub-Tenant(s) if they wish to evict the SubTenant(s) on particular grounds. A copy of the notice to leave served on your landlord by the Head Landlord is attached to this notice to leave. Both notices will be served on the same day.

If you become the Tenant of the Let Property because of the Sub-Tenant protection, the subtenancy notice to leave can be treated as a notice to leave. This means that if you choose not to leave the Let Property as soon as your notice period ends, your Head Landlord can proceed straight to the Tribunal for eviction proceedings without having to serve you with another notice to leave.

Part 1 – SUB-TENANT

To: (name of Sub-Tenant(s))_____

_____

_____

Of: (address of Let Property) _____

_____

_____

The Sub-Tenant(s) has lived in the property since: _____

Part 2 – EVICTION GROUND(S) BEING USED

[I/We*] your [Head Landlord(s)/Head Landlord(s) Agent*]:

(name of Head Landlord(s) or Agent): _____

Of:

(address and telephone number of Head Landlord(s))/Agent): _____

_____

_____

Inform you that if you choose not to leave the Let Property on the date shown in Part 4 of this notice, [I/we*] intend to apply to the Tribunal for an eviction order in respect of the Let Property on the following ground(s) which is a ground(s) for eviction as set out in schedule 3 to the Private Housing (Tenancies) (Scotland) Act 2016.

☐ Landlord intends to sell the Let Property

☐ The Let Property is to be sold by the mortgage lender

☐ Landlord intends to refurbish the Let Property

☐ Landlord intends to live in the Let Property

☐ Landlord's family member intends to live in the Let Property

☐ Landlord intends to use the Let Property for a non-residential purpose

☐ The Let Property is required for a religious purpose

☐ Tenant ceases to be - or fails to become - an employee

☐ Tenant no longer needs supported accommodation

☐ Landlord has had their registration refused or revoked

☐ Landlord's HMO licence has been revoked or renewal has been refused

☐ An Overcrowding statutory notice has been served on the Landlord

Part 3 – DETAILS AND EVIDENCE OF EVICTION GROUND(S)

[I/We*] also inform you that I/we are seeking eviction under the above ground(s) for the following reasons. (Please give as much detail as possible including whether the eviction ground stated relates directly to the Sub-Tenant or the Sub-Tenant's landlord and any relevant dates.)

(state particulars of how you believe the ground(s) have arisen – continue on additional sheets of paper if required).

It is important that the Sub-Tenant fully understands why you are seeking to evict them and that the action you are taking is justified. The provision of supporting evidence with this notice will help do that and broaden their understanding on precisely why you are seeking to evict them.

[I/We*] attach the following evidence to support the eviction action:

_____

_____

_____

_____

* delete as appropriate

Part 4 – THE END OF THE NOTICE PERIOD

An application will not be submitted to the Tribunal for an eviction order before _____(insert date). This is the earliest date that Tribunal proceedings can start and will be at least the day after the end date of the relevant notice period (28 days or 84 days depending on the eviction ground).

Signed: (Head Landlord(s) or Agent):_____

Dated: _____

THIS IS AN IMPORTANT DOCUMENT AND YOU SHOULD KEEP IT IN A SAFE PLACE.

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations are made under various powers conferred on the Scottish Ministers in the Private Housing (Tenancies) (Scotland) Act 2016 ("the Act") to prescribe the requirements which must be fulfilled by certain notices given by a landlord under the Act; the contents, form and manner of service of such notices; the form of certain referrals by a tenant to a rent officer under the Act and the manner in which such a referral should be intimated to the landlord. The forms contained in these Regulations are for use by landlords and tenants on and after 1 April 2027.

Regulation 2 (read with Schedule 1) prescribes the form of the notice to be given, by a tenant to their landlord, of the tenant's intention to make an application under section 14(1) or 16(1) of the Act. This is an application to the First-Tier Tribunal to either draw up the written terms of the tenancy or to sanction the landlord for failing to provide written terms of the tenancy or other specified information.

Regulation 3 (read with Schedule 2) prescribes the form of the rent-increase notice to be given by a landlord to a tenant in accordance with section 22(1) of the Act.

Regulation 4 (read with Schedule 3) prescribes the form to be used when a tenant, having received a rent-increase notice, wishes to refer the rent increase to a rent officer for determination in accordance with section 24(1) of the Act. Regulation 4 also prescribes the manner in which a referral by a tenant to a rent officer under section 24(1) must be intimated by the tenant to the landlord.

Regulation 5 (read with Schedule 4) prescribes the form of the notice to leave which a landlord may serve on a tenant under section 50(1)(a) of the Act.

Regulation 6 (read with Schedule 5) prescribes the form of the notice to leave which a landlord may serve directly on a sub-tenant under section 61(1) of the Act.

Regulation 7 saves the preceding regulations made under these powers for a notice or referral given, made or intimated prior to these regulations coming into force.

Regulation 8 revokes previous regulations made under these powers.

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