

SAL Talks with

John Blackwood, SAL, Chief Executive



Gail Bowden, SAL, Compliance Manager



Supporting Scotland's landlords and letting agents

Introduction

- ▶ It is a good time of year to be proactive regarding your rental property/properties – checking registration renewal, safety, insurance, maintenance to name but a few.
- ▶ This session will guide you through the Annual Health Check for private rental properties that is found in the Resource Section of the SAL website which highlights the issues you should be thinking about.



Annual health check for private rental properties

Annual health check for private rental properties

Property Address:

Date:

Requirement	Details	Action	Further Information	✓
GENERAL				
Landlord registration	Valid for three years from the approval date	Check renewal date	 SAL factsheet on landlord registration	
HMO license if applicable	The local authority sets the standards required/length of license and also sets the fees charged for a licence application	- Check renewal date - Check licence terms & conditions are being adhered to	Local authority SAL factsheet on HMO licensing	
EPC	An EPC is valid for 10 years from when issued and so it is not necessary to update this at any change of tenancy until the certificate reaches its expiry date	Check date if looking to relet	 SAL factsheet on EPCs	
Information Commissioners Office	Valid for a year Individuals and organisations that process personal data need to pay a data protection fee to ICO unless they are exempt	Check renewal date	 SAL factsheet on data protection	

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Looking at

- SAL Resource Section – worth a look round
- Annual Health Check for private rental properties



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- [Login details](#)
- [Contact details](#)
- [Log out](#)

Good afternoon Gail

Not Gail? [Log out](#)

Plan	Start	Expires	Status	Next Bill On	Membership number	
Letting Agent	21 June 2018	21 June 2027	Active	N/A	28400	Manage
Landlord	24 June 2019	24 June 2027	Active	N/A	30314	Manage

My SAL events

You're not currently registered on any upcoming events.

[Browse upcoming events](#)

If you have any queries about your membership or events please [contact us](#).

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Resources

SAL resources are highly valued by our members. We aim to supply exactly what you need, when you need it.

If you can't see what you're looking for via the links below, please [let us know](#) and we will be pleased to help.

Documents and factsheets

Members can download a wide range of documents and factsheets specially for landlords and letting agents in Scotland.

We also maintain lists of local trades.

[Documents and factsheets](#)

enews

Email updates sent regularly to members, around every two to three weeks.

We keep you informed on all news, asking for your action on our campaigns and sharing media articles related to the private rented sector.

[enews](#)[Landlord Focus](#)[Suppliers and discounts](#)

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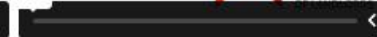
Documents and factsheets

Your guide to
finding documents
and factsheets on
the SAL website



With Caroline Elgar, SAL policy
manager

03:45



Pre-tenancy resources

Before you move a tenant into your property there are a number of things to consider to ensure you comply with legal requirements and the tenancy goes smoothly. This section includes resources covering:

- Tenancy flowchart checklist
- Landlord registration
- Landlord data protection/GDPR resources
- Application forms
- Guarantors & tenant referencing
- Inventories
- Deposit protection
- Utilities & council tax

Pre-tenancy resources

Property condition and safety requirements

Properties in the private rented sector have to be maintained to a good standard of repair and adhere to a number of safety requirements to ensure the well-being of tenants. This section includes resources covering:

- Property condition & repairs
- Gas/electrical/legionnaires/fire/carbon monoxide safety requirements
- EPCs & minimum energy efficiency standards
- Local trades lists

Property condition and safety requirements

Creating your tenancy

SAL has guidance and templates to enable members to set up a variety of

Managing your tenancy

Once your tenants are in your property there are a number of things to

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Managing your tenancy

In this section

- Annual health check for private rented properties
- Factsheet on dealing with a change of tenant on a PRT tenancy
- Change of tenant template
- Accessing properties
- Property inspections
- Rent increases
- Managing arrears
- Guide to Universal Credit
- Factsheet on anti-social behaviour
- Breach email - anti-social behaviour
- Breach email - cleaning
- Breach email - subletting
- Winter letter
- Adaptations and adjustments for disabled tenants
- Factsheet on letting to pets
- Pet application form



Documents and factsheets

- [Ending your tenancy](#)
- [Letting agent resources](#)
- [Pre-tenancy resources](#)
- [Creating your tenancy](#)
- [Managing your tenancy](#)
- [Property condition & safety requirements](#)

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Annual health check for private rental properties

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Summary

- ▣ Landlord Registration
- ▣ HMO
- ▣ EPC
- ▣ ICO



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OF LANDLORDS

Annual health check for private rental properties

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Summary

- Insurance
- Mortgage Lender
- Tax
- Deposit
- Tenancy Agreement

Annual health check for private rental properties

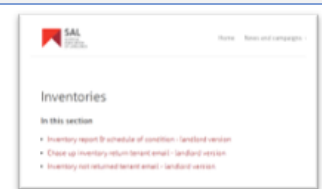
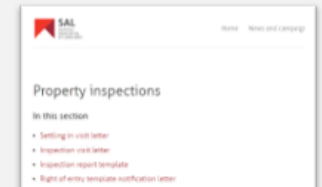
Insurance	• Advisable to have legal expenses cover & cover for alternative accommodation if property is uninhabitable • Remember must have insurance for properties covered by - Tenements (Scotland) Act 2004 www.legislation.gov.uk/asp/2004/11/section/18	• Check renewal date • Do you have sufficient cover?	Your insurer	
Mortgage lender	Do you have the best deal?	• Check your mortgage term • Check you still have consent to let	Your mortgage company	
Tax	Talk to your accountant if you have one	Check for any new tax implications		
Deposit	If you take one landlord must, within 30 working days of the beginning of the tenancy (a) pay the deposit to the scheme administrator of an approved scheme; and (b) provide the tenant with certain prescribed information	Check lodged and prescribed information sent	Tenancy deposit schemes • Letting Protection Service Scotland • MyDeposits Scotland • Safe Deposits Scotland SAL factsheet on deposits	
Tenancy agreement	• For most tenants who have moved in since 1 December 2017 Private Residential Tenancy paperwork should be used. • Tenants must be given written tenancy terms and guidance notes. • Tenancy created prior will continue until ended by other party	Check signed copy on file		SAL suggested additional tenancy terms

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Summary

- Rent Review
- Inventory
- Tenant Contact Details
- Property Visits

Annual health check for private rental properties

Rent Review	PRT - Can be increased every 12 months - Giving 3 months notice SAT - Check if you have a rent increase clause if you do follow it - If not contact the SAL helpdesk 0131 564 0100	- Check your lease type - Ensure regular rent reviews are carried out to keep rent in line with market rates	
Inventory	- Legally you do not have to have an inventory however it is strongly recommended you do. - Ensure any changes to property since inventory agreed can be evidenced if needed through invoices/receipts etc	Check inventory has been returned and if any amendments required	
Tenant contact details	Check if these have changed	Ask tenant if any of their contact details or those of their guarantor/next of kin/emergency contacts have changed and if so request the new details	
PROPERTY VISITS & SAFETY EQUIPMENT			
Property visits	- Are helpful to help establish good communication with your tenants and check on property condition - You can use SAL's inspection report template	- Book property visit giving 24 hours' notice for a SAT and 48 hours' notice for a PRT - Use inspection visit letter	

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Summary

- Repairing Standard
- Smoke/Heat Detectors
- Carbon Monoxide Detectors
- RCD

Annual health check for private rental properties

Repairing Standard	The landlord in a tenancy must ensure that the house meets the repairing standard— (a) at the start of the tenancy, and (b) at all times during the tenancy Housing (Scotland) Act 2006 www.legislation.gov.uk/asp/2006/1/section/14	- Book property visit to check compliant. Refer to the Repairing Standard Statutory Guidance January 2024. Compliance for new elements required from 1 March 2024. - Also refer to Awaab's Law: guidance for landlords in Scotland - Private landlords required to follow set timescales regarding damp/mould issues - Check any completed works	The Repairing Standard Statutory Guidance SAL factsheet on condition standards in the PRS Awaab's Law guidance
Smoke/heat detectors	Detectors should be regularly maintained and tested in accordance with manufacturer's instructions	- Book property visit to check compliant. Refer to Tolerable Standard Guidance: Satisfactory Fire and Carbon Monoxide Detection Chapter 16: Satisfactory Fire Detection - Check expiry dates - Test detectors are working and are interlinked - Landlords should advise tenants to test that the smoke or heat detectors operate when their integral test button is pressed (weekly check)	Tolerable Standard Guidance: Satisfactory Fire and Carbon Monoxide Detection Chapter 16: Satisfactory Fire Detection
Carbon monoxide detectors	Detectors should be regularly maintained and tested in accordance with the manufacturer's instructions	- Book property visit to check compliant. Refer to Tolerable Standard Guidance: Satisfactory Fire and Carbon Monoxide Detection Chapter 17 Satisfactory Carbon Monoxide Detection - Check expiry date - Landlords should advise tenants to test that carbon monoxide detectors operate when their integral test button is pressed (monthly check)	Tolerable Standard Guidance: Satisfactory Fire and Carbon Monoxide Detection
RCD	- In order to comply with the Repairing Standard, there must be one or more Residual Current Device (RCD) - Normally, as a minimum, this will cover the socket-outlet circuit.	- Landlords should refer to the EICR report for the appropriate RCD protection for their installation - Landlords should advise tenants to test RCDs operate when their integral test button is pressed (six monthly check)	The Repairing Standard Statutory Guidance SAL factsheet on condition standards in the PRS

Repairing Standard



 **Scottish Government**
Riaghaltas na h-Alba

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Publication - Regulation/directive/order

Repairing Standard: statutory guidance for private landlords

Published: **31 January 2024**
Directorate: [Local Government and Housing Directorate](#)
Topic: [Housing](#)
ISBN: **9781835218891**

This guidance is for use in determining whether a house meets the standards of repair set out in the Repairing Standard (Housing (Scotland) Act 2006, Chapter 4). It applies from 1 March 2024 to all tenancies required to meet with the Repairing Standard.

Supporting documents



[The Repairing Standard Statutory Guidance for Private Landlords](#)
57 page PDF | 362.8 kB

The Repairing Standard Statutory Guidance

Housing Standards and Quality
Directorate for Local Government and Housing
Scottish Government

Updated 31 Jan 24

January 2024



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Guidance



Awaab's Law: Guidance for landlords in Scotland

September 2026



Awaab's Law: Guidance for Landlords in Scotland

Easy Read version

September 2026



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Guidance

Detailed government guidance on damp, mould and condensation and compliance with Awaab's Law can be found by clicking the links below -

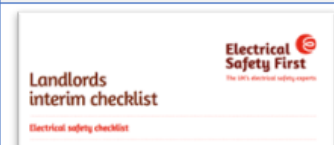
- Landlord - <https://www.gov.scot/publications/awaabs-law-guidance-landlords-scotland/>
- Landlord (easy read) - <https://www.gov.scot/publications/awaabs-law-guidance-landlords-scotland-easy-read-version/>
- Tenant - <https://www.gov.scot/publications/awaabs-law-guidance-tenants-scotland/>
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Summary

Electrical Safety

Gas

Annual health check for private rental properties

	• However, the protection requirements will vary depending on the installation in the let property. • The absence of an RCD means that the house does not comply with the Repairing Standard.			
Electrical Safety	If a tenancy lasts more than a year, it is good practice to carry out annual visual inspections to detect any obvious damage, deterioration, wear and tear, signs of overheating, loose fixings, or missing parts that may lead to danger.	Yearly check at one of your property visits Electrical Safety First have a suggested template that can be used to carry out this visual check		
SAFETY CERTIFICATES, SERVICING & INSPECTIONS				
Gas	• Annual gas safety check is required to be carried out on each gas appliance and flue. • Issue a copy of the latest safety check record to existing tenants within 28 days of the check being completed, or to any new tenant before the tenancy starts. • Keep the record of the gas safety check for at least two years. • If you take advantage of the flexibility introduced under the Gas Safety (Installation and Use) (Amendment) Regulations 2018 to have gas safety checks carried out up to 2 months before the date the check needs to be carried out but still retain the original deadline date. Certificate needs to be kept until two further gas safety checks have been carried out	• Check renewal & servicing date • Ensure tenants have a copy of the latest certificate	SAL factsheet on safety in private lets	

Summary

Other Fuels

EICR/PAT

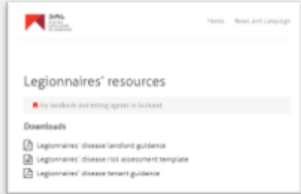
Annual health check for private rental properties

Other fuels	In order to be considered in good working condition must be free of such problems identified in the Repairing Standard Statutory Guidance January 2024. Compliance for new elements required from 1 March 2024.	Check if servicing due.	The Repairing Standard Statutory Guidance SAL factsheet on condition standards in the PRS
EICR & PAT	- Electrical safety inspection comprising of periodic inspection and testing (PI & T) of the electrical installation and 'In-service inspection and testing of electrical equipment' (also known as PAT testing) must be carried out by a skilled person(s) competent in such work before the property is let for the first time, and then at intervals of no more than five years. - The date for retesting appliances is usually set during the In-Service Inspection and Testing of Electrical Equipment and will usually be more frequent than five years. - The landlord must receive and keep a copy of the EICR for six years. A copy of the most recent EICR must be given to any person who is to become a tenant before a tenancy starts. If an inspection is carried out during a tenancy a copy relating to that inspection must be given to the tenant.	- Check renewal date - Ensure tenants have a copy of the latest certificate	SAL factsheet on safety in private lets

Summary

- Legionella
- Proactive maintenance of property and common areas (if any)

Annual health check for private rental properties

Legionella	- All water systems must be assessed for legionella risk, and private landlords must ensure this is carried out before the property is first let. - The risk assessment should then be regularly reviewed at intervals of no more than two years.	- Landlords and letting agents can carry out a Legionnaires' risk assessment themselves if the property is a single dwelling or a flat with its own water supply (hot and cold) and they are competent to do so. - Check review date	
MAINTENANCE			
Proactive maintenance of property and common areas (if any)	Sometimes money can be saved by proactive maintenance. Check your properties and take preventive action to stop issues e.g. cleaning gutters	- Check your own or work with other owners in developments. You could use the suggested checklist from Under One Roof https://underoneroof.scot/ - Check any factoring issues if the property is factored.	

Want to know more? Landlord Accreditation Scotland (LAS) helps landlords and letting agents in Scotland to understand and comply with their regulatory obligations. One way it does this is through the provision of training. To see what training courses LAS provides [click here](#). SAL members can attend training at a discounted rate. Those operating at the highest level can also be rewarded with Accredited status. Accreditation with LAS demonstrates the competence, reliability, and integrity of Scottish landlords. Accredited landlords provide confidence to those who use their services that they can be trusted to deliver promised high levels of service.

Benefits

- Will help keep you compliant
- You might pick up on something that you may have missed
- Often proactive maintenance is cheaper than reactive
- Might save some money



Questions



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