



# STUDENT GUIDE TO RENTING

Your local letting agent

## ABOUT PROPERTYMARK

We are the go-to organisation for any questions relating to property.

We help to protect and guide consumers in property transactions and all of our property experts meet higher standards than the law demands.

You can trust that all letting agents who carry our ARLA Propertymark Protected logo are committed to the highest industry standards. By using an ARLA Propertymark Protected expert you are ensuring that your tenancy runs smoothly.



(CHOOSE A LETTING AGENT  
THAT CAN OFFER YOU  
PROPERTYMARK PROTECTION

## ARLA PROPERTYMARK LETTING AGENTS

Our property experts are letting agents who have opted to become 'Propertymark Protected' voluntarily to demonstrate transparency and ensure they are at the forefront of developments in the industry. Any agent who falls below Propertymark's standards will be subject to disciplinary action.

### MARLA

If you see these letters after an agent's name, you can be assured that you are dealing with a professional agent who has a qualification in residential lettings.

## BEFORE YOU START LOOKING...

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### Money

Decide what you can afford before you start house hunting. Remember you will have to budget for gas, electricity, water, internet and a TV licence, as well as food and general household items.

One of the bonuses of being a student is that you don't have to pay council tax for your house. However, bear in mind that should you decide to live with any non-students you will be required to pay council tax.

### Choosing your housemates

Disagreements between housemates are a common problem in shared houses. Conflicting lifestyles and personality clashes can cause misery and more stress around exam time.

Remember, you are signing a legally binding contract and will not be able to simply walk away. As a group you will also have to decide on how to split and share responsibility for bills.

Think about your own lifestyle and what you would like in a housemate, e.g. reliability with money. If you are an early riser who prefers a quiet and tidy house, don't choose to live with a party animal—a fun friend isn't necessarily a good housemate.

### When to look

Availability varies from area to area. Get in contact with your local ARLA Propertymark Protected letting agent for advice on the best time to start house hunting in your area.

## ACCOMMODATION SEARCH

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### Choosing a letting agent

All agents who belong to ARLA Propertymark are required to operate in a transparent way, providing services which are subject to independent scrutiny. Our letting agents have to maintain standards throughout their properties, and we regularly monitor the way that they handle deposits and rent.

Look for the ARLA Propertymark Protected logo on letting agents' websites, 'To Let' boards and office windows; and use our Find an expert search to locate your nearest ARLA Propertymark Protected agent.

### List the important stuff

Start looking early and be prepared to compromise. What are the deal-breakers: Number of bedrooms? Parking spaces? Proximity to campus? Use the 'Property Viewing Checklist' to help you compare and find the best property for you.

### Location

Most universities have well-known student residential areas—ask around. If you don't have a car, consider proximity to campus and public transport links. If you are driving, is parking available? Do you need a parking permit?

## TENANT FEES

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The charging of premiums by landlords or agents (otherwise known as fees) has been illegal in Scotland since 1984. However, the Scottish Government clarified the law in 2012 to ensure that agents across Scotland stopped charging tenants.



## THE CONTRACT — PRT

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As of 1 December 2017, the Private Residential Tenancy (PRT) replaced the previous assured and Short Assured Tenancy agreements for all new tenancies in Scotland. This new type of tenancy is an open-ended contract designed to minimise

disruption to tenants' lives. You can feel safe and secure in your home without fear of eviction at short notice just because your tenancy has ended. The 'no-fault' eviction option available under the old Short Assured Tenancy has been removed.

You will be provided with a copy of the PRT document which will clarify your responsibilities and those of the landlord. If you prefer, notify the agent so this and all subsequent documentation can be issued to you electronically.



### YOUR TENANCY DEPOSIT

Your landlord or letting agent is required by law to register your tenancy deposit with a government-approved scheme within 30 days of the tenancy starting. They must also give you the details of where the deposit is being held. Go to: [mygov.scot/tenancy-deposits-tenants](https://mygov.scot/tenancy-deposits-tenants) for more information.

The deposit is refundable unless you have damaged the house, its contents or not paid the rent. Make sure an inventory is completed and take photos yourself of even the most insignificant damage before you move in. Get your photos (and any damage) acknowledged in writing by the letting agent. This could save your deposit at the end of your tenancy. For more information go to: [propertymark.co.uk/professional-standards/consumer-guides/tenants/tenancy-deposit-protection](https://propertymark.co.uk/professional-standards/consumer-guides/tenants/tenancy-deposit-protection)

## PROTECTING YOUR MONEY

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### Client Money Protection (CMP)

All ARLA Propertymark Protected letting agents are covered by CMP. This means should your letting agent go bust or misuse your rent, deposit or other funds, we will reimburse you.

### Agency charges

Letting agents must give you all the relevant information about the property you're renting. For example, the length and type of tenancy, the rent, the deposit and other financial obligations such as council tax. Any guarantor requirements and what pre-tenancy checks will be required must also be noted at the outset.

## PROTECTING YOU

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### Problem with the house?

Letting agents must provide you with their contact details and respond to enquiries and complaints within a reasonable timescale. If you remain dissatisfied after raising your complaint with the agent, you can apply to the First-tier Tribunal for Scotland (Housing and Property Chamber). For more information go to: [housingandpropertychamber.scot](https://housingandpropertychamber.scot)

### Safety certificates

Ask to see a Gas Safety Certificate and Energy Performance Certificate (EPC). It is a legal requirement for landlords to carry out electrical safety inspections, which includes testing portable appliances in private rented property in Scotland.

### Carbon monoxide detectors and smoke alarms

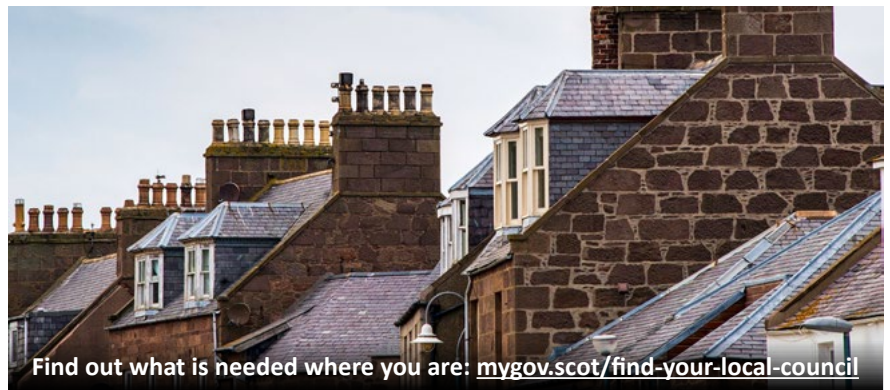
Landlords must ensure that all properties they let to tenants have a carbon monoxide detector fitted regardless of when the tenancy started; landlords must also provide fire detection equipment for your property.



## Houses in Multiple Occupation (HMO)

An HMO is a property occupied by three or more tenants who are not members of the same family (or one or other of two families).

The accommodation must be licensed from the local authority—who set out the standards required and the fees for a licence application.



## MOVING IN

### Contact energy suppliers

Notify the utility companies that you are moving in—give them the gas and electricity meter readings, your move in date and the names of all the tenants. This ensures that you share responsibility for the payments.

### Buy a TV Licence

Go to [tvlicensing.co.uk](https://tvlicensing.co.uk) to find out if you need a TV Licence.

### Arrange insurance

Moneysupermarket.com say one in three university students are victims of crime each year. Items such as laptops are essential for university life, so it is important to get cover. Some students may be covered by their parents' contents policy however, don't assume this is the case.

## DURING THE TENANCY

Report any problems/damage as they happen and keep copies to prove that you reported it. If a reported hazard is not resolved within a reasonable time-frame, you may need to take further action.

When you leave for breaks consider leaving heating on low to ensure that pipes don't freeze. Check the terms of your contract as you could be liable for the repairs if they do.

Continuously back up your work—if there is a break-in you will not want to deal with the loss of all of your work as well.

## MOVING OUT

Leave the property in the same condition as the day you arrived. Contact your letting agent at least one month prior to your moving out date. They will explain the process for reclaiming your deposit.

### Contact energy suppliers

Notify the utility companies that you are moving out and give them your gas and electricity meter reading so they can issue your final statement.





### MORE INFORMATION

Propertymark: [propertymark.co.uk](https://propertymark.co.uk)

Tenancy deposit protection: [mygov.scot/tenancy-deposits-tenants](https://mygov.scot/tenancy-deposits-tenants)

First-tier Tribunal: [housingandpropertychamber.scot](https://housingandpropertychamber.scot)

Citizens Advice: [citizensadvice.org.uk/scotland](https://citizensadvice.org.uk/scotland)



### USEFUL CONTACTS

Money Advice Service: **0800 138 7777**



### YOUR LOCAL AGENT'S CONTACT DETAILS



Check your agent is Propertymark Protected:  
[propertymark.co.uk/find-an-expert](https://propertymark.co.uk/find-an-expert)

#### DISCLAIMER

These notes attempt to summarise complex legal issues but have been written in plain English. ARLA Propertymark can take no responsibility for loss occasioned to any person acting or refraining from acting as a result of any material contained in this publication.

## PROPERTY VIEWING CHECKLIST — WHAT TO LOOK OUT FOR...

PROPERTY ADDRESS:



**Space, condition and safety:**

- ☐ Is there enough communal living space, bathrooms, cupboards and fridge shelves for everyone?
- ☐ Is the broadband up to speed?
- ☐ Is there enough storage space?
- ☐ Can everyone park their car?
- ☐ Can you safely store a bicycle?
- ☐ Any signs of damp or mould?
- ☐ Are the walls, carpets and furniture in good condition?
- ☐ Is there double glazing?
- ☐ Is there enough plug sockets and are they undamaged?
- ☐ Is there a working smoke alarm on every floor?
- ☐ Is there carbon monoxide alarm in any room with a solid fuel burning appliance?
- ☐ Are there window locks?
- ☐ Do the bedroom doors lock?
- ☐ Is there a working burglar alarm?

**Ask the agent/landlord:**

- ☐ Does the property have a Gas Safety Certificate?  
(Ask to see the Energy Performance Certificate (EPC) too, this will determine energy costs for the property)
- ☐ Is there any responsibilities concerning the garden?
- ☐ Is the property furnished?

**Ask the current tenants and note below:**

- ☐ Is the landlord or agent helpful?
- ☐ How long do reported repairs take to fix?
- ☐ Who supplies gas and electricity?
- ☐ Have they enjoyed living there?
- ☐ Is the property warm during the winter?
- ☐ Any problems with surrounding properties?
- ☐ Are there any outstanding issues with the house?

SCORE:

## NOTES





# BIN ROTA

## CHANGING THE BIN BAG

Mark off a square once you've completed the task

Write everyone's name down

Housemate #1																							
Housemate #2																							
Housemate #3																							
Housemate #4																							
Housemate #5																							
Housemate #6																							
Housemate #7																							
Housemate #8																							

we get rotas aren't 'cool' but  
there's always one housemate who  
does absolutely nothing - you know  
who you are, this is for you.

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BIN DAY:

RECYCLING:

## PUTTING THE BIN OUT

Housemate #1										
Housemate #2										
Housemate #3										
Housemate #4										
Housemate #5										
Housemate #6										
Housemate #7										
Housemate #8										

## PUTTING THE RECYCLING OUT




PropertymarkUK

@PropertymarkUK





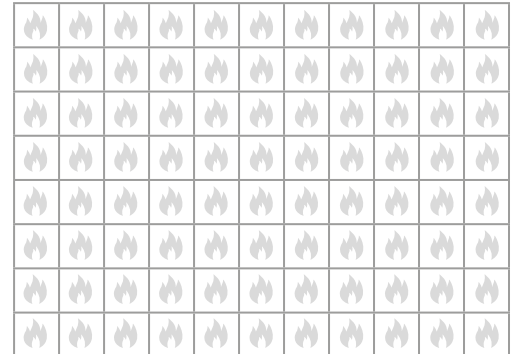
# KITCHEN ROTA

## DISINFECT KITCHEN SURFACES

Write everyone's name down

Housemate #1											
Housemate #2											
Housemate #3											
Housemate #4											
Housemate #5											
Housemate #6											
Housemate #7											
Housemate #8											

## CLEAN HOBS



Bacteria can grow and divide every 20 minutes.  
One single bacterium can multiply into more  
than eight million cells in less than a day.

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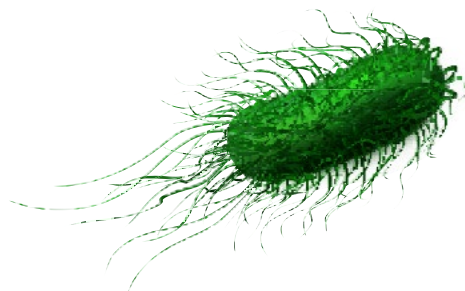
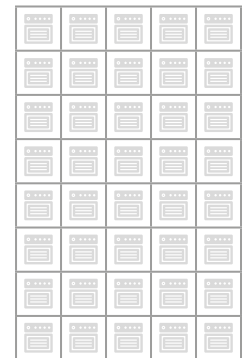
## MOP THE FLOOR

Housemate #1											
Housemate #2											
Housemate #3											
Housemate #4											
Housemate #5											
Housemate #6											
Housemate #7											
Housemate #8											

## CLEAN FRIDGE



## CLEAN OVEN



## WASH-UP

The kitchen sink typically contains  
100,000 times more germs than a  
bathroom or toilet.





# BATHROOM ROTA

## CLEAN TOILET

Mark off a square once you've completed the task

Write everyone's name down

Housemate #1																						
Housemate #2																						
Housemate #3																						
Housemate #4																						
Housemate #5																						
Housemate #6																						
Housemate #7																						
Housemate #8																						



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## MOP/CLEAN FLOOR

Housemate #1								
Housemate #2								
Housemate #3								
Housemate #4								
Housemate #5								
Housemate #6								
Housemate #7								
Housemate #8								

## CLEAN BATH/SHOWER


## CLEAN SINK


When you flush, germs from the toilet bowl can travel as far as six feet, landing on the floor, the sink and your toothbrush. Put the toilet lid down before flushing.



# CLEANING ROTA

TASK:

Mark off a square once you've completed the task

Write everyone's name down

Housemate #1	1	2	3	4	5	6	7	8	9	10
Housemate #2	1	2	3	4	5	6	7	8	9	10
Housemate #3	1	2	3	4	5	6	7	8	9	10
Housemate #4	1	2	3	4	5	6	7	8	9	10
Housemate #5	1	2	3	4	5	6	7	8	9	10
Housemate #6	1	2	3	4	5	6	7	8	9	10
Housemate #7	1	2	3	4	5	6	7	8	9	10
Housemate #8	1	2	3	4	5	6	7	8	9	10

TASK:

#1	1	2	3	4	5	6	7	8	9	10
#2	1	2	3	4	5	6	7	8	9	10
#3	1	2	3	4	5	6	7	8	9	10
#4	1	2	3	4	5	6	7	8	9	10
#5	1	2	3	4	5	6	7	8	9	10
#6	1	2	3	4	5	6	7	8	9	10
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TASK:

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Housemate #5	1	2	3	4	5	6	7	8	9	10
Housemate #6	1	2	3	4	5	6	7	8	9	10
Housemate #7	1	2	3	4	5	6	7	8	9	10
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Housemate #4	1	2	3	4	5	6	7	8	9	10
Housemate #5	1	2	3	4	5	6	7	8	9	10
Housemate #6	1	2	3	4	5	6	7	8	9	10
Housemate #7	1	2	3	4	5	6	7	8	9	10
Housemate #8	1	2	3	4	5	6	7	8	9	10

TASK:

#1	1	2	3	4	5	6	7	8	9	10
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#5	1	2	3	4	5	6	7	8	9	10
#6	1	2	3	4	5	6	7	8	9	10
#7	1	2	3	4	5	6	7	8	9	10
#8	1	2	3	4	5	6	7	8	9	10