

# EDINBURGH SHARED REPAIRS SERVICE

## How to trace owners when carrying out shared repairs

If you own property in a tenement type building, together with other owners you are responsible for the upkeep of areas you share like the roof, stairs and drainage system. This means you need to work together to organise and share the costs of maintenance and repairs. This can seem complicated when flats in your building are unoccupied or owned by a landlord. How do you get the absent owner to agree and pay for the repair? Tracing owners is actually quite straightforward. Our Edinburgh Shared Repairs Service is here to help you find and contact your neighbouring owners. Consult the diagram overleaf go to [www.edinburgh.gov.uk/sharedrepairs](http://www.edinburgh.gov.uk/sharedrepairs) or phone us on 0131 529 6778

### Landlords

Many flats in Edinburgh are owned by landlords who rent out their properties. If the tenant can't give you their landlord's contact details, you can check landlord registration [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk). This will give you the details of the landlord or their agent. If the landlord doesn't want to be involved with shared repairs or is unregistered, you can contact the Council's Private Rented Services for help and advice.

With few exception, a landlord has to be registered. Houses in Multiple Occupation landlords also have to meet certain standards to qualify for a licence. One of these conditions is that they carry

out and pay for shared repairs. Failure to do this could affect their registration or licence. Private tenants are rarely responsible for the repair and maintenance of the property they rent. Always discuss property maintenance issues with the landlord.

### Unoccupied flats

Even if a flat is unoccupied, the owner is still responsible for shared repairs. You can check with the Registers of Scotland [www.ros.gov.uk](http://www.ros.gov.uk) to find out who owns the flat and get in touch with them.

### Working together

It's a good idea to have arrangements in place for shared repairs before they are required. Buildings with a large number of flats can benefit from forming an owners' association or even using a property factor. Both resident and landlord owners should be involved. For more information go to [www.edinburgh.gov.uk/sharedrepairs](http://www.edinburgh.gov.uk/sharedrepairs) or phone 0131 529 6778 to get advice or request the leaflet Working Together

### Getting payment

There are a number of measures you can take if someone refuses to pay their share of repair costs. For more information go to [www.edinburgh.gov.uk/sharedrepairs](http://www.edinburgh.gov.uk/sharedrepairs) or request the leaflet Organising and paying for your shared repairs.



## Useful Contacts

### Shared Repairs Service

[www.edinburgh.gov.uk/sharedrepairs](http://www.edinburgh.gov.uk/sharedrepairs)  
0131 529 6778

### Regulatory Services

0131 469 5293

### Commercial land and property

0131 529 5828

## Neighbourhood Offices [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk)

### North East Locality Office

101 Niddrie Mains Road  
Edinburgh  
EH16 4DS  
Email: [northeast.locality@edinburgh.gov.uk](mailto:northeast.locality@edinburgh.gov.uk)  
Tel: 0131 529 3111

### South East Locality Office

40 Captains Road  
Edinburgh  
EH17 8HQ  
Email: [southeast.locality@edinburgh.gov.uk](mailto:southeast.locality@edinburgh.gov.uk)  
Tel: 0131 529 5151

### Property Factors Register

[www.scotland.gov.uk/propertyfactorregister](http://www.scotland.gov.uk/propertyfactorregister)

### Registers of Scotland

0800 169 9391  
[www.ros.gov.uk](http://www.ros.gov.uk)

### North West Locality Office

8 West Pilton Gardens  
Edinburgh  
EH4 4DP  
Email: [northwest.locality@edinburgh.gov.uk](mailto:northwest.locality@edinburgh.gov.uk)  
Tel: 0131 529 5050

### South West Locality Office

10 Westside Plaza  
Edinburgh  
EH14 2ST  
Email: [southwest.locality@edinburgh.gov.uk](mailto:southwest.locality@edinburgh.gov.uk)  
Tel: 0131 527 3800



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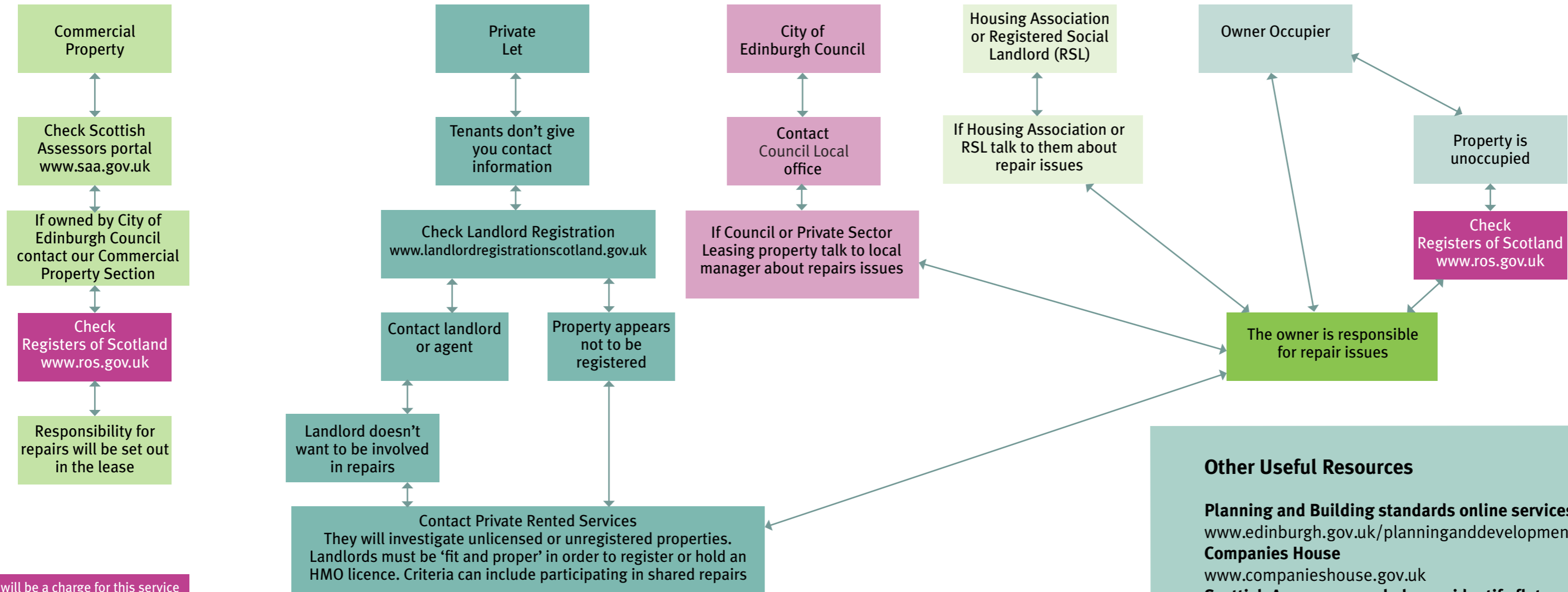
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## Tracing Owners

- Always ask the person living in the property first then approach the neighbours
- Explain why you want the information
- Does the property have a Factor? Check the Property Factors Register
- Don't be put off by initial reactions - Shared repairs make sense



There will be a charge for this service

### Other Useful Resources

**Planning and Building standards online services**  
[www.edinburgh.gov.uk/planninganddevelopment](http://www.edinburgh.gov.uk/planninganddevelopment) online

**Companies House**  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**Scottish Assessors can help you identify flat numbers**  
[www.saa.gov.uk](http://www.saa.gov.uk)

