

CHECKLIST OF BEST PRACTICE

SHORT TERM LETS

March 2019

Permissions

Check to see if you need **Planning Permission** to operate your Short Term Let see [guidance for businesses](#)

Check to see if a **Building Warrant** is required to operate your Short Term or Holiday Let as a non-domestic use (more than 6 visitors) and/or alterations to the property. For details see [building warrants advice](#) and the [Local Authority Building Standards Scotland](#)

Ensure you have a **valid legal contract** with the visitors staying in the property.

Check the implications of renting your property for your **mortgage** and **tax** purposes and check your title deeds for any conditions that would prevent the property being used for a Short Term Let

Ensure you have the correct **landlord insurance** in place.

Ensure you have an **Energy Performance Certificate (EPC)** that has been issued in the last 10 years. [EPC Info](#)

Safety at the property

If there are **gas appliances** in the property ensure you have an up to date **Gas Safety** Certificate (provided by an approved Gas Safe Engineer within the last 12 months). [Gas Safety Certificate](#)

The **Repairing Standard** sets the condition and maintenance standards which registered landlords must adhere to, this is the suggested level of safety for holiday and Short Term Let property. For more details [CLICK HERE](#).

Ensure the property has satisfactory provision for detecting and warning of fires and that let properties **have smoke and heat detectors**. All detectors should be either interlinked and either mains-operated alarms or tamper proof long-life lithium battery alarms. For details [CLICK HERE](#).

Provide an **Electrical Installation Condition Report (EICR)**. As part of the EICR you must ensure all portable electrical appliances you supply have undergone Portable Appliance Testing. For more details [CLICK HERE](#).

All **soft furnishings** provided must meet current safety standards. [CLICK HERE](#).

Supply adequate **Carbon Monoxide** (CO detector[s]) to be fitted in each room where there is a gas appliance. For more details [CLICK HERE](#)

Carry out risk assessments for **Legionnaire's** disease, and implement any necessary measures. For more details [CLICK HERE](#)

Managing the visitors

Provide visitors with a list of **instructions and rules** ensuring visitors are safe, antisocial behaviour and disruption to neighbours is kept to an absolute minimum and that the property and surrounding environs are respected.

All **visitors to the property** should be met in person by either the landlord or an agent working for the landlord. They should be given keys to the property (and any stair door/entry system) they should also be given instructions on how to access the property without disturbing neighbours.

All neighbours of the let property should be given **contact details** of the owner or agent, including a 24 hour number, to which any noise or antisocial behaviour can be reported.

Collate a list of contact details for appropriate **contacts** to give to the visitors should something go wrong during their visit. For more details [CLICK HERE](#)

Consider joining a **scheme or association** for ongoing guidance and support such as [ASSC](#) or [SAL](#)

Anyone offering Short Term Lets should ensure that they keep their knowledge of **Consumer Protection legislation** up to date. Guidance on such matters can be found [HERE](#)

Waste and Recycling: Ensure that appropriate measures are put in place for recycling and waste collection. Check the Council's [bins and recycling](#) pages for details. Trade waste information is available [here](#)

Other considerations

Check if you need to **register as a landlord** or obtain a **HMO licence**. Registration is required for all properties let to one or more individuals as their **main or only address** and mandatory licensing applies to houses or flats occupied by **three or more unrelated people** who share bathroom or kitchen facilities as their permanent address.

[CHECK HERE](#)