



# Short Scottish Secure Tenancy Agreements

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## Version Control

Date	Owner	Version	Reason for Change
July 2023	Fiona Ross	3.0	3 yearly cyclical review

## Summary of Changes

Section	Change
Title	Changed from HM28 to HM01f
All	Updated to new template
All	Updated to reflect Scottish Governments' 2019 Guidance Note on SSST
2.0 and Appendix 1	Two new grounds introduction by the Housing (Scotland) Act 2014 – 2A and 7A

	The ground about support has changed from “requiring housing support” to “is in receipt of housing support”
4	Additional reference to the 2 periods that a SSST can be put in place. The standard period for a SSST served for ASB has been changed to 12 months, with the right to extend by a further 6 months
5	Additional reference to Guidance produced by the Equality & Human Rights Commission on Human Rights in Housing
6	Updated reference to The Short Scottish Secure Tenancies (Notice) Regulations 2018
7.3	Two routes for repossession are now available

# Short Scottish Secure Tenancy (SSST) Procedure

## Contents

1.0 Introduction .....	5
2.0 Background .....	5
3.0 Differences between SST and SSST .....	6
4.0 Duration of SSST .....	6
5.0 Action Prior To Granting SSST .....	6
5.1 Authorisation Process .....	7
5.2 Next Steps .....	7
6.0 The SSST Agreement .....	8
7.0 Review .....	8
7.1 Extend the SSST .....	9
7.2 End the tenancy .....	9
7.3 Convert to a Full SST .....	12
8.0 Converting from a SST to an SSST .....	13
8.1 Process for conversion to SSST .....	14
8.2 Converting back to a SST .....	14
9.0 Right to Review/Appeal Decision .....	14
9.1 Prospective Tenant to being offered a SSST .....	14
9.2 Existing Tenants to a Conversion from a SST .....	14
9.3 Existing Tenants to Re-possession Action .....	14
10.0 Implementation and Review .....	15
10.1 Implementation .....	15
10.2 Review .....	15
Appendix 1 - Grounds For Granting A Short Scottish Secure Tenancy .....	16

Appendix 2 - Proposal Form to Offer A SSST .....	19
Appendix 3 - Section 34 Notice .....	21
Appendix 4 - SSST Offer Letter .....	22
Appendix 5 - Model SSST .....	24
Appendix 6 - SSST Review Form.....	25
Appendix 7 - Letter confirming extension of SSST fixed period.....	26
Appendix 8 – Prescribed Section 36 Notice .....	27
Appendix 9 – Notice to Quit (NTQ) .....	28
Copy to be provided by TCY .....	28
Appendix 10 - Final Reminder Letter for Repossession .....	29
Appendix 11 - Cover letter converting SST to SSST.....	30

## 1.0 Introduction

In granting an applicant a tenancy of a self-contained property owned by Ark, the contract that we provide is a Scottish Secure Tenancy (SST). However, in certain situations, as noted within this Procedure, we may provide a Short Scottish Secure Tenancy (SSST).

This procedure describes the circumstances when we will:

- Offer a Short Scottish Secure Tenancy (SSST) instead of a SST;
- Convert to a SST when the SSST term ends;
- Convert from a SST to SSST.

This procedure supports our [Allocations Policy HM01](#).

The following documents produced by the Scottish Government have been consulted:

- [Short Scottish Secure Tenancies for antisocial behaviour and miscellaneous changes: statutory guidance for social landlords](#)
- [Scottish secure tenancy: model agreement 2019](#)

## 2.0 Background

The SSST was introduced by Section 34 of The Housing (Scotland) Act 2001 (the Act), Schedule 6 to the Housing (Scotland) Act 2001 and amended by the Housing (Scotland) Act 2014.

The circumstances when an SSST may be offered (**Appendix 1**) are summarised as follows:

1. Previous anti-social behaviour (including where eviction Decree granted within previous 3 years immediately prior to SSST commencing);
2. Tenant or household member subject to Anti-social behaviour order (ASBO);
3. Temporary letting to a person seeking accommodation;
4. Temporary letting pending development of the principal home;
5. Temporary accommodation for homeless persons;
6. Accommodation for persons in receipt of housing support services;
7. Accommodation in property not owned by the landlord;
8. Offering a short Scottish secure tenancy, for homeowners, on a temporary basis.

### 3.0 Differences between an SST and an SSST

An SSST differs from the full SST in that there is:

- No succession rights;
- Limited security of tenure;
- Limited rights to assign a SSST, take in a lodger or sublet, all of which are limited to the period of the SSST. Assigning a SSST to another person will only be considered in exceptional circumstances if they meet the requirements of Ark's Change of Tenancy Procedure HM01d . Ark must give permission unless there is good reason not to.

### 4.0 Duration of an SSST

The length of an SSST depends on:

- The reason it was granted;
- The date it was granted ;
- The date the tenant is served with a notice to convert the tenancy from an SST to a SSST.

For Grounds 1 – 2 as noted in Appendix 1, it will last for a minimum 12 month period. This can be extended by further 6 months to 18 months where the tenant has housing support. Written notice must be served on the tenant at least 2 months prior to the end date of term to extend by the one 6 month period.

For Grounds 3 – 8 as noted in Appendix 1, it will be for a fixed period of 6 months. If it is not terminated at the end of the 6 months it can be extended, without notice, for a second period of 6 months. It will continue as set out in the SSST itself.

### 5.0 Action Prior To Granting an SSST

When an applicant appears to fall into one of the categories which would allow an SSST to be offered, an assessment should be carried out by the Housing Services Officer (HSO), involving relevant support providers, and recorded, to confirm that this is the most appropriate course of action in that particular case.

This will be most relevant where an SSST is being considered for a prospective tenant who is in receipt of support, especially in the early stages of the tenancy, to help them become established and to help in ensuring that they will be able to sustain the tenancy.

It should be noted that where the tenancy support is intended to be temporary but the let of the property is intended to be permanent, then the intention of the 2001 Act is that a full SST should be offered. Where the let of the property is intended to be temporary, then an SSST may be offered.

Guidance for social housing providers on taking measures to address and manage antisocial behaviour is contained in guidance produced by the Equality and Human Rights Commission. [Human Rights at Home – Guidance for Social Housing Providers.](#)

### 5.1 Authorisation Process

- The HSO will complete the Proposed SSST Form (**Appendix 2**);
- The Senior Housing Services Officer (SHSO) will consider this and authorise if appropriate.

### 5.2 Next Steps

- The HSO will produce:
  - The Section 34 Notice(s) (**Appendix 3**). For Ground 2, the name of the person served with the ASBO will also be included;
  - The offer of accommodation letter (**Appendix 4**);
  - The SSST (**Appendix 5**).

This information will be sent to the applicant at least 5 working days before the sign up and a copy will be e-mailed to guardians or support staff.

For the tenancy to be recognised as an SSST it is a legal requirement that the applicant is issued with the Section 34 Notice and that they sign it before they sign their tenancy agreement.

## 6.0 The SSST Agreement

In drafting the SSST full considerations must be given to The Short Scottish Secure Tenancies (Notice) Regulations 2018.

As part of the sign-up process the HSO will ensure that:

- The tenant signs the declaration that they have received and returned the Section 34 Notice before signing their tenancy agreement;
- A copy of the Section 34 notice is left with the tenant;
- The household composition information has been recorded and filed with the tenancy agreement. This information will be required if or when the tenancy needs to be terminated;
- Where a support provider or guardian is involved, the HSO will ensure that the relevant person receives a copy of the signed SSST;
- The Housing Management System is updated with details, including if there is a Support provider.

## 7.0 Review

The Settling In Visit (SIV) should be arranged and recorded as normal. The SIV will allow an opportunity for any concerns to be identified and tackled early on.

Reviews of the way the tenancy has been conducted will be carried out at various key stages thereafter.

Where the SSST is for:

- 6 months the HSO will make a diary entry for 2 months after the tenancy starts to prompt a review within the following 4 weeks;
- 12 months the HSO will make a diary entry for 8 months after the tenancy starts to prompt a review within the following 4 weeks.

A number of options are available at the review stage:

1. An extension of the SSST
2. End the tenancy
3. Convert to an SST. If the SSST was served for:



- a. 6 months on grounds 3 -8 an express agreement must be made to end the SSST and sign the new SST.
- b. For grounds 1-2, to comply with best practice tenants who were given an SSST will be provided with an SST for signing. This ensures that all rights are expressly noted as well as ensuring that a month to month tenancy has been provided.

The outcome of review should be discussed with SHSO for a tenancy decision to be made. Where a support provider or guardian is involved the HSO will ensure that any review involves discussion with the relevant person.

The results of the review will be noted on the SSST Review Form (**Appendix 6**).

## 7.1 Extend the SSST

### 7.1.1 ASB Grounds

Where the tenancy is created on a ground related to ASB, and the result of the review is to allow the tenancy to be continued for a further 6 months, Ark must serve a notice extending the term for a further 6 months. The notice must be served 2 months prior to the "ish" date. The notice must state the reasons for the extension and the tenant must be in receipt of support services.

### 7.1.2 Non ASB Grounds

Where the tenancy is created on Grounds 3-8, there is no need issue any paperwork as the Law allows the tenancy to continue for the same length of time by taking no specific action (known as 'tacit relocation'). The HSO will however confirm in writing to the tenant (**Appendix 7**) that the tenancy is to continue for another 6 months under the same terms and conditions. The HSO will ensure that the appropriate details are added to the tenant's file on the system for the information of colleagues.

## 7.2 End the tenancy

The 2014 Act makes a number of changes around recovery of possession of a house let using a short SST. Different processes now apply depending on whether recovery of possession action is being taken:

- At the **end of the term** of a short SST (section 36 of the 2001 Act)

or

- **During the term** of the short SST (section 14 of the 2001 Act).

### 7.2.1 Using the Procedures Available Under the SSST (Section 36 of the 2001 Act) to Recover Possession of Any Short SST

In the case of a short SST given on any of the antisocial behavior grounds, court proceedings for eviction cannot be raised under section 36 unless all the following are satisfied:

- Ark has served a notice of recovery of possession on the tenant which is in the form prescribed by Scottish Ministers in regulations;
- Ark considers that any of the obligations of the short SST have been broken;
- The proceedings are raised on or after the date specified in the notice; and
- The notice is in force at the time when the proceedings are raised.

There is also a requirement for Ark to include new information in the notice of proceedings form as follows:

(aa) state the reason why the landlord is seeking recovery of possession (including, in a case where subsection (2) (aa) applies, the obligations which the landlord considers having been broken),

The effect of this new requirement is that the notice must now:

- State that Ark requires possession of the house;
- State the reason why Ark is seeking recovery of possession (including in the case of a short SST created on any of the antisocial behaviour grounds, the tenancy obligations which Ark considers having been broken);
- specify a date not earlier than –
  - (i) **2 months**, or such longer period as the tenancy agreement may provide, from the date of service of the notice;or
  - (ii) the date on which the tenancy could have been brought to an end had it not been a short SST, whichever is later, on or after which the landlord may raise proceedings for recovery of possession.

To end the SSST, a prescribed Section 36 Notice (**Appendix 8**) must be used.

It is important to note that there are 2 separate Section 36 Notices which can be used:

- One to terminate SSST's offered on anti-social grounds, and
- One for all other SSST's.

In addition, a Notice to Quit (NTQ) (**Appendix 9**) must also be served giving a minimum of 40 days' prior notice. The NTQ's end date must tie in with the end of term date.

Any joint tenants and/or qualifying occupiers will be served separately addressed envelopes containing the NTQ (copy of original, signed by the HSO). All of this must be served by recorded delivery or Sheriff Officer.

Both a Section 36 Notice and an NTQ will expire after a period of 6 months.

Following confirmation that the Notices have been delivered, the HSO will arrange for legal action to commence. The Sheriff can still apply his discretion as to whether to grant decree for eviction.

The HSO will:

- Send a final reminder of the termination of the tenancy no later than 14 days before the termination date (**Appendix 10**) and will liaise with the tenant and any support worker involved ensuring they are preparing to move out on or before the termination date;
- Ensure that the local authority have been informed of the tenancy ending by sending a copy of the Section 36 notice. This will allow the Housing Options Team to give advice if the outgoing tenant requires.

### 7.2.2 Using the Procedures Available Under the Full SST (Section 14 of the 2001 Act) to Recover Possession of Any Short SST

The 2014 Act makes changes to section 14 of the 2001 Act to allow Ark to take action to recover possession of a house let under any type of short SST at any point during the term of the tenancy using the procedure for SSTs. This could be used, where for example, anti-social behaviour escalates or rent arrears accumulate.

Section 11(f) of the 2014 Act amends the requirements around the serving of a notice to allow the procedure to be used for recovery of possession of any short SST. The notice of proceedings must however specify:

- A date, not earlier than 29 days from the date of service of the notice on or after which the landlord may raise proceedings for recovery of possession.

This change means that eviction proceedings can be raised using the procedures available under the full SST where one of the grounds for recovery of possession in schedule 2 of the 2001 Act exists.

Ark will have to comply with all the requirements of section 14 when raising proceedings. This includes pre-action requirements in cases where the grounds for recovery of possession include rent arrears. We will also have to give the tenant at least 4 weeks' notice of their intention to raise proceedings for possession of the house.

### 7.3 Convert to a Full SST

Where a tenancy is a short SST given on any of the antisocial behaviour grounds and Ark has **not served a notice of proceedings for recovery of possession** of the tenancy on the tenant before the expiry of the "relevant period", the tenancy becomes an SST with effect from the expiry of the "relevant period".

The HSO will arrange for the full Tenancy Agreement to be signed in accordance with current procedures and will update the relevant details regarding the tenancy type etc. on the Housing Management system.

Where the tenancy is a short SST on any of the antisocial behaviour grounds and the Ark has **served a notice of proceedings for recovery of possession** of the tenancy on the tenant within 12 months of creation of the tenancy (or 18 months in cases where an extension notice has been served following creation of the short SST) and either the notice:

- Is no longer in force; or,
- Has been withdrawn by the landlord without eviction proceedings having been raised.

The tenancy becomes an SST with effect from the date on which:

- The notice ceased to be in force;
- The notice was withdrawn; or,
- The expiry of the 12 month period from the creation of the tenancy (or the expiry of 18 months from the creation of the tenancy in cases where an extension notice has been served), whichever is the later.

When a short SST becomes an SST, the HSO must notify the tenant of this and of the date on which the tenancy becomes an SST. To ensure the tenant has a record of the conversion of their tenancy to an SST, Ark will want to advise the tenant of this in writing, for example, by letter or email. Ark will also take the opportunity to meet with the tenant to reinforce the rights and responsibilities they have under the SST and the consequences of further antisocial behaviour.

Where an SST is converted to a short SST on antisocial behaviour grounds and then converted back to an SST after a period of 12 months (18 months in cases where an extension applies), the provisions of the 2001 Act which were excluded by section 34(6) whilst the tenancy was a short SST, will then apply to the SST.

If antisocial behaviour recurs after the tenancy converts to an SST, the HSO and SHSO will review the case to decide on the most appropriate course of action. This could include applying for an ASBO or taking eviction action.

## 8.0 Converting from an SST to an SSST

An SST may be converted to an SSST in the following circumstances:

If a tenant, or anyone living with them, is the subject of an anti-social behaviour order (ASBO), under:

- Section 234AA of the Criminal Procedure (Scotland) Act 1995 ;  
or
- Section 4 of the Antisocial Behaviour etc. (Scotland) Act 2004

Ark may also convert a tenancy to a Scottish short secure tenancy if:

- The tenant; or persons living with them; or persons visiting the tenancy have acted in an antisocial manner in the last three years.

In the case of above we have a legal duty to ensure that appropriate housing support services are provided to help the process of converting the tenancy back to a full SST. The tenant can refuse the support offered.

## 8.1 Process for conversion to an SSST

Ark must issue a notice to the tenant advising them that their SST is being converted to a short SST because of antisocial behavior (**Appendix 11**).

## 8.2 Converting back to an SST

Where the SSST has been put in place because of ASB, unless Ark has served notice to recover the tenancy or extend by one period of 6 months, an SSST **will automatically** convert to a SST at the end of the SSST period.

There is no **automatic** conversion to an SST for tenants who have been granted an SSST under other grounds other than those relating to ASB.

The HSO will prepare the SST agreement. The terms will be fully explained and then signed by the tenant and Ark. Ark will make clear to tenants the consequences of any further ASB.

## 9.0 Right to Review/Appeal Decision

### 9.1 Prospective Tenant to being offered a SSST

A prospective tenant who is offered a Short Scottish Secure Tenancy can apply to the Sheriffs Court for an order requiring the landlord to grant them a Scottish Secure Tenancy.

### 9.2 Existing Tenants to a Conversion from a SST

The tenant can use the summary application process in the Sheriffs court to challenge the conversion of their tenancy. The court can grant an order that reinstates the Scottish Secure Tenancy if it considers there are grounds to do so.

### 9.3 Existing Tenants to Re-possession Action

Tenants with a short SST under any of the grounds set out in schedule 6 to the 2001 Act have a right to request that Ark review the decision to seek recovery of possession before the case goes to court.

The tenant has 14 days from the date of service of the notice of proceedings to apply for a review of the landlord's decision to seek recovery of possession of the house.

The following applies under this section:

- The request to undertake a review should be by email or in writing to the Head of Housing Services;
- The request should state the reasons why the tenant thinks the decision to take action to recover possession of the property is wrong, and provide any evidence for Ark to consider;
- The Head of Housing Services (HoHS) will carry out the review considering all the information provided by the Tenant and the information provided by the HSO/SHSO. This review will be completed within 14 days;
- The HoHS will e-mail or write to the tenant with the decision, which will either be to confirm its decision to seek recovery of possession – in this case the tenant will be notified of the reasons, or,
- withdraw its notice of proceedings.

Ark will not consider any requests to review made out with the 14 days, unless there are exceptional circumstances, in which case the HoHS will consider the circumstances before making a final decision.

## 10.0 Implementation and Review

### 10.1 Implementation

The Head of Housing Services is responsible for ensuring that this procedure is implemented when required by the appropriate staff.

### 10.2 Review

The Head of Housing Services will ensure that this policy is reviewed at least every 3 years.

## Appendix 1 - Grounds For Granting A Short Scottish Secure Tenancy

### SCHEDULE 6 GROUNDS FOR GRANTING SHORT SCOTTISH SECURE TENANCY

As amended by the Housing (Scotland) 2014 act.

#### **Previous anti-social behaviour**

1 An order for recovery of possession has, within the period of 3 years preceding the date of service of the notice, been made against the prospective tenant (or any one of prospective joint tenants) in proceedings—

- (a) Under the Housing (Northern Ireland) Order 1983 (S.I.1983/1118) on ground 2 of Schedule 3,
- (b) Under the Housing Act 1985 (c.68), on ground 2 of Schedule 2,
- (c) Under the 1987 Act, on a ground set out in paragraph 2 or 7 of Schedule 3,
- (d) Under the 1988 Act, on ground 15 of Schedule 5,
- (e) Under the Housing Act 1988 (c.50), on ground 14 of Schedule 2,
- (f) Under this Act on a ground set out in paragraph 2 or 7 of schedule 2.

#### **Anti-social behaviour order**

2 The prospective tenant (or any one of prospective joint tenants) or a person who it is proposed will reside with the prospective tenant is subject to an anti-social behaviour order under section 19 of the Crime and Disorder Act 1998 (c.37).

#### **2A “Other antisocial behaviour**

(1) A person mentioned in sub-paragraph (2) has, within the period of 3 years preceding the date of service of the notice—

- (a) acted in an antisocial manner in relation to another person residing in, visiting or otherwise engaged in lawful activity in the locality of a house occupied by the prospective tenant or by a person who it is proposed will reside with the prospective tenant, or
- (b) pursued a course of conduct amounting to harassment of such other person, or a course of conduct which is otherwise antisocial conduct in relation to such other person.

(2) The persons are—



- (a) the prospective tenant,
- (b) any one of prospective joint tenants,
- (c) a person visiting a house occupied by the prospective tenant or by a person who it is proposed will reside with the prospective tenant, and
- (d) a person who it is proposed will reside with the prospective tenant.

(3) In sub-paragraph (1)—

“antisocial”, in relation to an action or course of conduct, means causing or likely to cause alarm, distress, nuisance or annoyance,

“conduct” includes speech, and a course of conduct must involve conduct on at least two occasions, and

“harassment” is to be construed in accordance with section 8 of the Protection from Harassment Act 1997 (c.40).”, and

#### **Temporary letting to person seeking accommodation**

- 3 The house is to be let expressly on a temporary basis to a person moving into the area in order to take up employment there, and for the purpose of enabling that person to seek accommodation in the area.

#### **Temporary letting pending development**

- 4 (1) The house is to be let to a person expressly on a temporary basis, pending development affecting the house.
- (2) In sub-paragraph (1), “development” has the same meaning as in section 26 of the Town and Country Planning (Scotland) Act 1997 (c.8).

#### **Accommodation for homeless persons**

- 5 The house is to be let to a person expressly on a temporary basis, for a period of not less than 6 months, in fulfilment of a duty imposed on a local authority by Part II (homeless persons) of the 1987 Act.

### **Accommodation for person in receipt of housing support**

- 6 The house is to be let expressly on a temporary basis to a person—
- (a) to whom no other paragraph of this schedule applies, and
  - (b) who is in receipt of a housing support service.
  - (c) Accommodation in property not owned by landlord
- 7 The house to be let is leased by the landlord from another body and the terms of the lease preclude the letting of the house by the landlord under a Scottish secure tenancy.

### **Temporary letting where other property owned**

- 7A (1) The house is to be let expressly on a temporary basis to a person pending the making of arrangements in relation to a property mentioned in sub-paragraph (2) which will allow the person's housing needs to be met.
- (2)The property is heritable property owned by the person or a person who it is proposed will reside with that person.”

## Appendix 2 - Proposal Form to Offer A SSST

Name & current address of applicant:

Date(s) of meeting(s) with applicant:

Why is a short SST being considered? List the housing options discussed with the applicant and state why each is/is not suitable.

If the Social Work department or another agency/organisation is involved in supporting the applicant give details of the organisation, type and current level of support provided, including name(s) of support worker(s). Will this support be provided if a short SST is offered?



## Appendix 3 - Section 34 Notice

Please ensure the notice complies with

<https://www.legislation.gov.uk/ssi/2018/154/made>

[A copy of Ark's one can be found here.](#)

## Appendix 4 - SSST Offer Letter

<<Name>>

<<Address1>>

<<Address2>>

<<Postcode>>

<<Date>>

Dear <<Salutation>>

I refer to your application for housing and am writing to offer you the tenancy at <<propertyaddress>>.

Please note the following:

This offer is subject to your circumstances being as stated on your application form.

The monthly rent charge (including service charges where appropriate) for this property is £<<amount>> payable in advance on the 1<sup>st</sup> of each month. A leaflet showing the various ways to pay is enclosed.

Before a formal tenancy agreement is entered into, we reserve the right to withdraw this offer of housing without notice.

The type of tenancy we are offering is a short Scottish secure tenancy (SSST). This differs from a full Scottish secure tenancy in several ways and before you sign a tenancy agreement we must provide you with a Notice to let you know that the tenancy will be an SSST, and the reasons why we are offering a short and not a full SST.

A copy of this Notice is enclosed. Please read it carefully and if you have any questions about it please contact me. If you wish to accept our offer, please contact me to arrange for the signing of your Tenancy Agreement. Please also sign where shown on page 3 of the Notice and bring it with you when you come to sign your Agreement.

If you feel that we should be offering a full Scottish secure tenancy (SST) you have the right to ask a senior officer in Ark to consider your case in the first instance. Thereafter you have the right to appeal to the Sheriff court. Please contact me if you wish to discuss this.

If you wish to claim housing benefit we need to see proof of identification and of your National Insurance number.

Yours sincerely,

<<Name>>

Housing Services Officer

<<Contact Details>>

## Appendix 5 - Model SSST

### MODEL SHORT SCOTTISH SECURE TENANCY AGREEMENT

Please see:

1. the Scottish Governments publication, Short Scottish secure tenancy (antisocial behaviour related grounds): model agreement 2019

<https://www.gov.scot/publications/model-short-scottish-secure-tenancy-agreement-antisocial-behaviour-related-grounds-2019/>

[A copy of Ark's version is saved here.](#)

2. the Scottish Governments publication, Short Scottish secure tenancy (grounds unrelated to antisocial behaviour): model agreement 2019

<https://www.gov.scot/publications/model-short-scottish-secure-tenancy-agreement-grounds-unrelated-antisocial-behaviour-2019/>

A copy of Ark's version is saved here





## Appendix 7 - Letter confirming extension of SSST fixed period

<<Name>>

<<Address1>>

<<Address2>>

<<Postcode>>

<<Date>>

Dear <<Salutation>>

Tenancy at <<address>>

Following a review of your tenancy at the above address and our recent discussion, I am writing to confirm our agreement that your tenancy will continue for a further <<6/12months>>, under the same terms and conditions as stated in your Short Scottish Secure Tenancy Agreement dated <<agreement date>>.

The new date when this tenancy will be due to end will be <<new termination date>>.

The tenancy will continue to be a short Scottish secure tenancy.

If you have any questions about this letter, please contact me.

Yours sincerely,

<<Name>>

Housing Services Officer

<<Contact Details>>

## Appendix 8 – Prescribed Section 36 Notice

There are 2 separate Templates depending on the grounds.

[Grounds 1 & 2 & 2A can be found here](#)

[Grounds 3 – 7A can be found here.](#)

## Appendix 9 – Notice to Quit (NTQ)

Copy to be provided by TCY

## Appendix 10 - Final Reminder Letter for Repossession

<<Name>>

<<Address1>>

<<Address2>>

<<Postcode>>

<<Date>>

Dear <<Salutation>>

Tenancy at <<address>>

Following the granting of a decree by the Sheriff Court for the repossession of the property at <<address>> I am writing to remind you that your tenancy will end on <<termination date>>.

Please ensure that you have made the necessary arrangements for moving.

In particular, please ensure that, on leaving your property, you:

- leave the house clean and ready for re-letting;
- carry out any repairs and/or redecoration you are responsible for under your Tenancy Agreement;
- clear all of your furniture and possessions out of the property;
- return the <<number>> full sets of keys you were issued with when you started your tenancy by, or on the agreed termination date;
- let us have the details of your forwarding address.

If you have any questions about this letter, please contact me.

Yours sincerely,

<<Name>>

Housing Services Officer

<<Contact Details>>

## Appendix 11 - Cover letter converting SST to SSST

<<Name>>

<<Address1>>

<<Address2>>

<<Postcode>>

<<Date>>

Dear <<Salutation>>

Notice to Change of tenancy to a Short Scottish Secure Tenancy - <<tenancy address>>

I am writing to advise you that we intend to change your tenancy from the full Scottish secure tenancy (SST) you have at present to a short Scottish secure tenancy (SSST). This Notice converts your tenancy to a SSST.

The reason for this change is because an Anti-Social Behaviour Order has been served on <<you or name of person served with ASBO>>.

OR

- in cases where no antisocial behaviour order applies:
  - the name of the tenant or other person who has behaved antisocially;
  - the actions of the tenant or other person which Ark has taken into account; and
  - Ark's reasons for serving the notice, including specification of which clause(s) within the SST has/ have been breached

Before we can change your tenancy we have to give you a formal Notice of our intention to do so. This Notice is enclosed and you should read it carefully.

The proposed date for the change of tenancy is <<dateofchange>> and it will be necessary for you to sign a new tenancy agreement to cover the period of the SSST.

You have the right of appeal to the court if you are not satisfied with Ark converting an SST to a short SST.

Please contact me so that I may arrange to go over your new Agreement with you.

If you have any questions about this letter or the attached Notice, please contact me.

Yours sincerely,

<<Name>>

Housing Services Officer

<<Contact details>>