

**GUIDANCE LEAFLET –
EXISTING DWELLINGS – SOCIAL RENTED SECTOR
INFORMATION FOR LANDLORDS**

EPC 05

For general information about Energy Performance Certificates, please see leaflet EPC 01

Do I have to provide an EPC to all tenants?

EPCs need only be provided where a property has become vacant and is being leased to a new tenant. They are not required where an existing tenant is renewing a lease.

Can I wait until a someone agrees to let the property before I commission an EPC?

No. The EPC has to be available if a prospective tenant asks for details about the property. You will also need to know the EPC rating if the property is to be advertised in commercial media.

Can our employees produce EPCs for us?

Yes, provided that they are a member of an Approved Organisation and have been certified to produce EPCs. Other staff members may collate information and provide this for validation and use by the member of the Approved Organisation in production of the EPC.

Do we have to produce an EPC for every dwelling we rent out?

EPCs are valid for a period of 10 years, so the same EPC can be provided to any new tenant within that time period. An EPC is required for every dwelling rented out, you may not produce one certificate for an entire block of flats.

Can we use representative sampling (cloning) to produce EPCs?

Yes, but subject to specific conditions, including that the assessor has verified the accuracy of the information used. Detailed guidance has been produced for this type of situation and can be viewed in our leaflet EPC 07 - *'Guidance on EPC Production For Existing Dwellings Using Representative sampling'*.

Do we have to provide a Recommendations Report with every EPC given to a prospective tenant?

Yes. However, if the EPC was produced before 1 October 2012 without the recommendations report, this can still be used as the Recommendations Report was not a legal requirement at that time.

Do we have to provide an EPC for 'Right to Buy' properties?

Yes, but if a valid EPC already exists for the property a new certificate will not be required.

Does an EPC have to be produced for every property after 10 years?

No. A new EPC does not have to be produced on expiry of the ten year period. This is only needed when the property is to be leased to a new tenant or sold after the 10 year period.

Can tenants insist that the energy efficiency improvements are carried out to the property?

No. There is not legal requirement to undertake these works, although you may wish to do so.

A tenant had complained that the running costs of the property cost more than that shown on the EPC – why is this?

The energy costs on an EPC are calculated using standard assertions of occupancy and use patterns. The EPC does not assess the energy used for cooking or using appliances, only energy use linked to the building itself, such as heating and lighting. It is not intended to accurately represent their energy use of a specific building, but to produce a document which allows prospective tenants to compare properties on a like-for-like basis.

How will the quality of EPCs be monitored?

All Approved Organisations work within an Operating Framework which includes the need for a quality assurance processes.

Do we have to pay a lodgement fee for every EPC?.

Yes. The current register lodgement fee for a dwelling is £ 1.15. No waivers or discounts are available as this is a statutory fee, set by regulation.

Contact Information

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Further advice and information is available at: <http://www.gov.scot/epc>

Advisors at Home Energy Scotland can give you free, expert and impartial advice on improving energy efficiency. Telephone: 0808 808 2282