

# Application referring a notice proposing a new rent under an Assured Periodic Tenancy or Agricultural Occupancy, to the Tribunal

Section 13(4) of the Housing Act 1988 (as amended)

**It is important that you read the notes below carefully before you complete this form.**

If your landlord has served a Notice on you, proposing a new rent under an assured periodic tenancy, including an assured shorthold periodic tenancy, use this form.

You may also use this form to refer a notice proposing a new rent or licence fee for an assured periodic agricultural occupancy. In such a case references to 'landlord or tenant' can be read as references to 'licensor or licensee' etc.

Applications should be sent as a Microsoft Word document by **email** to the relevant regional tribunal address shown in the Annex to this form. You must also send by email the **documents listed in section 9 of this form**. If you cannot access email or find someone to assist you in lodging your application by email, then a paper application will be acceptable although there may be a delay in dealing with this. Sending an application on paper will not be suitable in urgent cases.

Please make sure a copy of the application is served on the other party/parties to the application. If you are unable to serve a copy on the other party/parties, please bring this to the tribunal's attention in the covering email or if sending by post in a covering letter.

**Please do not send any other documents.** When further evidence is needed, you will be asked to send it in separately.

**If you have any questions about how to fill in this form or the procedures the Tribunal will use, please contact the appropriate regional office.**

**If you are completing this form by hand please use BLOCK CAPITAL LETTERS.**

## 1. DETAILS OF TENANT(S) REFERRING THE LANDLORD'S NOTICE TO THE TRIBUNAL

Name:

Address of premises to which the tenancy relates (*including postcode*):

Address for correspondence (*if different from above*):

Telephone:

Day:

Evening:

Mobile:

Email  
address:

## 2. NAME and ADDRESS (including postcode) OF LANDLORD or AGENT(S)

Name:

Address (including postcode):

Address for correspondence (if different from above):

Telephone:

Day:

Evening:

Mobile:

Email  
address  
(if known):

Fax:

Representative name and address, and other contact details:

Name:

Reference no. (if any)

Address (including postcode):

Telephone:

Day:

Mobile:

Email  
address:

Fax:

### 3. DETAILS OF PREMISES

(a) What type of accommodation do you rent? ☐ Room(s) ☐ Other (*please specify*)  
☐ Flat  
☐ Terraced house  
☐ Semi-detached house  
☐ Fully detached house

(b) If it is a Flat or Room(s), what floor(s) is it on? ☐ Basement ☐ Other (*please specify*)  
☐ Ground  
☐ First  
☐ Second

(c) Give the number and type of rooms, e.g. 1 living room, 2 bedrooms, 1 bathroom etc.

(d) Does the tenancy include any other facilities, e.g. garden, garage or other separate building or land? ☐ Yes ☐ No

(e) If Yes, please give details:

(f) Do you share any of the accommodation with (i) the landlord? ☐ Yes ☐ No  
(ii) another tenant or tenants? ☐ Yes ☐ No

(g) If Yes, to either of the above questions, please give details:

#### 4. ABOUT YOUR TENANCY

- (a) State the date when the present tenancy of your home commenced:

- (b) Did you pay a premium\*? ☐ Yes ☐ No

- (c) If Yes, please give details:

**Note:** \*A premium is a payment which is additional to rent and is equivalent to more than two months rent. It may give you the right to assign the tenancy (pass it to someone else) unless the tenancy agreement states or implies otherwise.

#### 5. SERVICES

- (a) Are any services provided under the tenancy, (e.g. cleaning, lighting, hot water or gardening)? ☐ Yes ☐ No

- (b) If Yes, please give details:

- (c) If Yes, is a separate charge made for services, maintenance, repairs, landlord's costs of management or any other item? ☐ Yes ☐ No

- (d) If Yes, what charge is payable? £  per (e.g. week, month)

- (e) Does the charge vary according to the relevant costs? ☐ Yes ☐ No

- (f) If Yes, please give details:

## 6. FURNITURE

(a) Is any furniture provided under the tenancy? ☐ Yes ☐ No

(b) If Yes, please give details. If necessary, continue on a separate sheet or provide a copy of the inventory.

## 7. IMPROVEMENTS

(a) Have you or any former tenant(s) carried out improvements or replaced fixtures, fittings or furniture for which you or they were NOT responsible under the terms of the tenancy? ☐ Yes ☐ No

(b) If Yes, please give details (continue on a separate sheet if necessary):

## 8. REPAIRS

(a) What repairs are the responsibility of the **Landlord**?

(b) What repairs are the responsibility of the **Tenant**?

## 9. TENANCY AGREEMENT

Is there a written tenancy agreement? ☐ Yes ☐ No

If Yes, please enclose the agreement (with a note of any variations).  
It will be returned to you as soon as possible.

## 10.AGRICULTURAL OCCUPANCY

(a) Do you have an assured agricultural occupancy?

☐ Yes ☐ No

## 11.STATEMENT

(a) I/we\* attach a copy of the notice proposing a new rent under the assured periodic tenancy and I/we\* apply for it to be considered by the Tribunal.

*\* to be signed and dated by the tenant OR the tenant's agent.*

**Note:** If there are joint tenants, each tenant or the agent must sign, unless one tenant signs on behalf of the rest with their agreement.

Signed:

\_\_\_\_\_

Name (IN CAPITALS)

Date:

Please specify whether: ☐ Tenant  
☐ Joint Tenants  
☐ Tenant's Agent

## ANNEX: Addresses of Tribunal Regional Offices

### NORTHERN REGION

HM Courts & Tribunals Service  
First-tier Tribunal (Property Chamber) Residential  
Property, 1<sup>st</sup> Floor, Piccadilly Exchange, Piccadilly  
Plaza, Manchester M1 4AH

**Telephone:** 01612 379491

**Fax:** 01264 785 128

**Email address:** [RPNorthern@justice.gov.uk](mailto:RPNorthern@justice.gov.uk)

**This office covers the following Metropolitan districts:** Barnsley, Bolton, Bradford, Bury, Calderdale, Doncaster, Gateshead, Kirklees, Knowsley, Leeds, Liverpool, Manchester, Newcastle-upon-Tyne, Oldham, Rochdale, Rotherham, St. Helens, Salford, Sefton, Sheffield, Stockport, Sunderland, Tameside, Trafford, Tyneside (North & South), Wakefield, Wigan and Wirral.

**It also covers the following unitary authorities:** Hartlepool, Middlesbrough, Redcar and Cleveland, Darlington, Halton, Blackburn with Darwen, Blackpool, Kingston-upon-Hull, East Riding of Yorkshire, Northeast Lincolnshire, North Lincolnshire, Stockton-on-Tees, Warrington and York.

**It also covers the following Counties:** Cumbria, Durham, East Cheshire, Lancashire, Lincolnshire, Northumberland, North Yorkshire and West Cheshire.

### MIDLAND REGION

HM Courts & Tribunals Service  
First-tier Tribunal (Property Chamber) Residential  
Property, Centre City Tower, 5-7 Hill Street,  
Birmingham, B5 4UU

**Telephone:** 0121 600 7888

**Fax:** 01264 785 122

**Email address:** [RPMidland@justice.gov.uk](mailto:RPMidland@justice.gov.uk)

**This office covers the following Metropolitan districts:** Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.

**It also covers the following unitary authorities:** Derby, Leicester, Rutland, Nottingham, Herefordshire, Telford and Wrekin and Stoke-on-Trent.

**It also covers the following Counties:** Derbyshire, Leicestershire, Nottinghamshire, Shropshire, Staffordshire, Warwickshire and Worcestershire.

### EASTERN REGION

HM Courts & Tribunals Service  
First-tier Tribunal (Property Chamber) Residential  
Property, Cambridge County Court, 197 East Road  
Cambridge, CB1 1BA

**Telephone:** 01223 841 524

**Fax:** 01264 785 129

**Email address:** [RPEastern@justice.gov.uk](mailto:RPEastern@justice.gov.uk)

DX 97650 Cambridge 3

**This office covers the following unitary authorities:** Bracknell Forest, West Berkshire, Reading, Slough, Windsor and Maidenhead, Wokingham, Luton, Peterborough, Milton Keynes, Southend-on-Sea and Thurrock.

**It also covers the following Counties:** Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Northamptonshire, Oxfordshire and Suffolk.

### SOUTHERN REGION

HM Courts & Tribunals Service  
First-tier Tribunal (Property Chamber) Residential  
Property, Havant Justice Centre, The Court House,  
Elmleigh Road, Havant, Hants, PO9 2AL

**Telephone:** 01243 779 394

**Fax:** 0870 7395 900

**Email address:** [RPSouthern@justice.gov.uk](mailto:RPSouthern@justice.gov.uk)

**This office covers the following unitary authorities:** Bath and Northeast Somerset, Bristol, North Somerset, South Gloucestershire, Bournemouth, Plymouth, Torbay, Poole, Swindon, Medway, Brighton and Hove, Portsmouth, Southampton and the Isle of Wight.

**It also covers the following Counties:** Cornwall and the Isles of Scilly, Devon, Dorset, East Sussex, Gloucestershire, Hampshire, Kent, Somerset, Surrey, West Sussex and Wiltshire.

## **LONDON REGION**

HM Courts & Tribunals Service  
First-tier Tribunal (Property Chamber) Residential  
Property, 10 Alfred Place, London WC1E 7LR

DX 134205 Tottenham Court Road 2

**This office covers all the London boroughs.**

**Telephone:** 020 7446 7700

**Fax:** 01264 785 060

**Email address:** [London.RAP@justice.gov.uk](mailto:London.RAP@justice.gov.uk)

The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you in the context of tribunal proceedings.

For details of the standards we follow when processing your data, please visit the following address <https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>

To receive a paper copy of this privacy notice, please call 0300 123 1024/ Textphone 18001 0300 123 1024.