

# TRIBUNAL APPLICATION NOTES

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**Applicant:** Kyle Mallon, 6/15 Hesperus Crossway, Edinburgh, EH5 1GH

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**Telephone:** +447360001296

**Property Address:** 68 (4F2) Constitution Street, Edinburgh, EH6 6RR

## Information to Complete Before Submitting

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This document contains important reminders about information that must be verified or completed before submitting the tribunal application.

### 1. Your Contact Information

- Phone number: +447360001296 (verified)

### 2. Letting Agent Information

- Murray & Currie's letting agent registration number: LARN1904067 (verified)

### 3. Property and Tenancy Details

- Original tenancy start date: September 2022 (verified)
- Tenancy end date: May 2025 (verified)
- Main deposit amount: £1,150 (verified)
- Pet deposit amount: £200 (verified)

## 4. Timeline Events

- Date when tenancy agreement was signed: September 2022 (verified)
- Date when pet deposit was paid: December 15, 2022 (verified)
- Dates of tenancy renewals: [VERIFY BEFORE SUBMISSION]

## Documents to Include as Evidence

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### 1. Primary Documents

- Original tenancy agreement
- Pet agreement/addendum
- Tenancy renewal documents

### 2. Communication Evidence

- Email from April 4, 2025 to Ben Appleson
- All email exchanges from June 6-9, 2025
- Records of verbal GDPR Subject Access Request
- Records provided by Murray & Currie on June 6, 2025

### 3. Financial Documentation

- Documentation of money borrowed from CEO
- Documentation of credit card interest incurred
- Receipts for expenses incurred due to deposit delay

## Next Steps

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1. Fill in all placeholders in the tribunal complaint document
2. Gather all supporting evidence documents
3. Submit the ICO complaint to the Information Commissioner's Office

4. Submit the tribunal application to the First-tier Tribunal for Scotland (Housing and Property Chamber)
5. Keep copies of all submission confirmations and reference numbers