

COURT BUNDLE INDEX

Section 21 Accelerated Possession Proceedings

Accelerated Possession Procedure: This claim is made under the accelerated possession procedure (CPR Part 55.11-55.19). The court may decide this claim without a hearing if the defendant does not respond or does not request a hearing. All documents listed below must be attached to Form N5B.

Case Number:	<i>[To be assigned by court]</i>
Claimant:	Alex Landlord
Defendant:	Tina Tenant
Property:	2 Low Road London SW1A2BB
Notice Expiry:	1 May 2026
Bundle Prepared:	7 February 2026

Tab	Document	Description	Pages
A. COURT FORMS			
<input type="checkbox"/>	A1	Form N5B REQUIRED	Claim for Possession (Accelerated Procedure) - Housing Act 1988, Section 21
B. NOTICE DOCUMENTS			
<input type="checkbox"/>	B1	Section 21 Notice (Form 6A) REQUIRED	Notice requiring possession - prescribed form under Housing Act 1988
<input type="checkbox"/>	B2	Proof of Service REQUIRED	Certificate of service showing date, method, and manner of service
C. TENANCY DOCUMENTATION			
<input type="checkbox"/>	C1	Tenancy Agreement REQUIRED	First written tenancy agreement (marked "A" on N5B)
D. DEPOSIT PROTECTION			
<input type="checkbox"/>	D1	Deposit Protection Certificate REQUIRED	Certificate from TDS (marked "E" on N5B)
<input type="checkbox"/>	D2	Prescribed Information	Proof that prescribed information was provided to tenant within 30 days
E. COMPLIANCE CERTIFICATES			
<input type="checkbox"/>	E1	Energy Performance Certificate (EPC) REQUIRED	Valid EPC provided to tenant (marked "F" on N5B)
<input type="checkbox"/>	E2	Gas Safety Certificate (CP12) REQUIRED	Current gas safety record provided to tenant (marked "G" on N5B)
<input type="checkbox"/>	E3	How to Rent Guide REQUIRED	Proof that current version of "How to rent" guide was provided (marked "H" on N5B)
<input type="checkbox"/>	E4	EICR (Electrical Safety)	Electrical Installation Condition Report (if applicable)
F. WITNESS EVIDENCE (if relevant)			
<input type="checkbox"/>	F1	Witness Statement	Witness statement of Alex Landlord (optional for accelerated procedure)

Important - Document Matching: The information in your documents must be consistent:

- Notice expiry date must match between Form 6A and N5B Q10(e)

- Service method must match between Proof of Service and N5B Q10(a)
- Service date must match between Proof of Service and N5B Q10(b)
- All tenant names must appear on all documents

Bundle Preparation Notes

- Number all pages consecutively throughout the bundle
- Include this index at the front of the bundle
- Prepare THREE copies: one for the court, one for each defendant, one for yourself
- The accelerated procedure is paper-based - the court may decide without a hearing
- If the defendant responds seeking postponement, you may need to attend a hearing
- Court fee for accelerated possession: check current HMCTS fees (currently £355)
- File at the court covering the property address (usually the County Court)

Prepared by: Alex Landlord

Date: 7 February 2026

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