

# 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:** *[To be assigned by court]*

**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
<b>A. COURT FORMS</b>			
<input type="checkbox"/>	<b>A1</b>	Form N5B <span style="background-color: red; color: white; padding: 2px;">REQUIRED</span>	Claim for Possession (Accelerated Procedure) - Housing Act 1988, Section 21
<b>B. NOTICE DOCUMENTS</b>			
<input type="checkbox"/>	<b>B1</b>	Section 21 Notice (Form 6A) <span style="background-color: red; color: white; padding: 2px;">REQUIRED</span>	Notice requiring possession - prescribed form under Housing Act 1988
<input type="checkbox"/>	<b>B2</b>	Proof of Service <span style="background-color: red; color: white; padding: 2px;">REQUIRED</span>	Certificate of service showing date, method, and manner of service
<b>C. TENANCY DOCUMENTATION</b>			
<input type="checkbox"/>	<b>C1</b>	Tenancy Agreement <span style="background-color: red; color: white; padding: 2px;">REQUIRED</span>	First written tenancy agreement (marked "A" on N5B)
<b>D. DEPOSIT PROTECTION</b>			
<input type="checkbox"/>	<b>D1</b>	Deposit Protection Certificate <span style="background-color: red; color: white; padding: 2px;">REQUIRED</span>	Certificate from TDS (marked "E" on N5B)
<input type="checkbox"/>	<b>D2</b>	Prescribed Information	Proof that prescribed information was provided to tenant within 30 days
<b>E. COMPLIANCE CERTIFICATES</b>			
<input type="checkbox"/>	<b>E1</b>	Energy Performance Certificate (EPC) <span style="background-color: red; color: white; padding: 2px;">REQUIRED</span>	Valid EPC provided to tenant (marked "F" on N5B)
<input type="checkbox"/>	<b>E2</b>	Gas Safety Certificate (CP12) <span style="background-color: red; color: white; padding: 2px;">REQUIRED</span>	Current gas safety record provided to tenant (marked "G" on N5B)
<input type="checkbox"/>	<b>E3</b>	How to Rent Guide <span style="background-color: red; color: white; padding: 2px;">REQUIRED</span>	Proof that current version of "How to rent" guide was provided (marked "H" on N5B)
<input type="checkbox"/>	<b>E4</b>	EICR (Electrical Safety)	Electrical Installation Condition Report (if applicable)
<b>F. WITNESS EVIDENCE (if relevant)</b>			
<input type="checkbox"/>	<b>F1</b>	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

Generated by Landlord Heaven Court Pack | Section 21 Accelerated Possession Bundle