



Application Form

Section 24 of the Landlord and Tenant Act 1987

Application by a tenant for the appointment of a manager or for the variation or discharge of an order appointing a manager under section 24 of the Landlord and Tenant Act 1987

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

This is the correct form to use if you want to ask the Leasehold Valuation Tribunal ("The Tribunal") to appoint a manager under section 24 of the Landlord and Tenant Act 1987, or to discharge or vary an order that has already been made. This form also allows you to ask for a dispensation of the requirement to serve a notice under section 22 of the 1987 Act.

Please send your completed application form together with the documents listed in section 15 of this form and any application fee payable, to the appropriate Rent Assessment Panel. (See Annex to this form for Panel addresses). Please do not send other documents. If and when further evidence is needed, you will be asked to send it separately.

If you have any questions about how to fill in this form, the fee payable, or the procedures the Tribunal will use, please call the Residential Property Tribunal Service on 0845 600 3178

1. DETAILS OF APPLICANT (S) (if there are multiple applicants please continue on a separate sheet)

Name: _____

Address (including postcode): _____

Address for correspondence (if different): _____

Telephone: Day: _____ Evening: _____ Mobile: _____

Email address: _____ Fax: _____

Representative details: _____

2. ADDRESS (including postcode) OF SUBJECT PROPERTY (if not already given)

Where details of a representative have been given, all correspondence and communications will be with them until the Tribunal is notified that they are no longer acting.

3. BRIEF DESCRIPTION OF BUILDING (e.g. purpose built block of flats)

4. DETAILS OF RESPONDENT (S) (if there are multiple respondents, please continue on a separate sheet)

Name: _____

Address (including postcode): _____

Address for correspondence (if different) _____

Telephone: Day: _____ Evening: _____ Mobile: _____

Email address (if known) _____ Fax: _____

Capacity (e.g. landlord/management company): _____

Guidance Note

This form asks you to provide the details of parties to the application. (For example the landlord and any management company which owes management obligations to you under your tenancy). Additionally, the Tribunal needs to know the names and addresses of other people who may be significantly affected by the application such as other lessees in the building. Please provide a list of the names and addresses of any such person(s). If this is not possible or is impractical, then a written statement should be provided with this application.

5. DETAILS OF LANDLORD (if not already given)

Name: _____

Address (including postcode): _____

Telephone: Day: _____ Evening: _____ Mobile: _____

Email address (if known): _____ Fax: _____

6. DETAILS OF ANY RECOGNISED TENANTS' ASSOCIATION (if known)

Name of Secretary: _____

Address (including postcode): _____

Telephone: Day: _____ Evening: _____ Mobile: _____

Email address (if known): _____ Fax: _____

7. ORDER SOUGHT

Applications where no manager yet appointed by a Court or a Leasehold Valuation Tribunal

- Are you asking for the Tribunal to appoint a manager? YES NO
- If so, have you served a section 22 notice? YES NO
- If not, are you seeking a dispensation? YES NO

(see *Guidance Note*)

Applications where a manager has previously been appointed by a Court or a Leasehold Valuation Tribunal

- What is the date of the order appointing a manager? _____
- Do you seek a variation of the order? YES NO
- Do you want the order to be discharged? YES NO

Please complete the section entitled “**GROUND**S FOR APPLICATION” (page 6)

Guidance Note

No application for the appointment of a manager may be made to the Tribunal unless a notice under section 22 of the 1987 Act has first been served. Service of such a notice may only be dispensed with by the Tribunal if it is satisfied that it would not be reasonably practicable to serve such a notice.

8. MANAGER TO BE APPOINTED

If you are making an application to appoint a manager or to vary an order appointing a manager by the substitution of a new manager, please give details of the person you wish to have appointed.

Name: _____

Professional qualification (if any) _____

Address (including postcode): _____

Telephone: _____ Fax: _____

9. OTHER APPLICATIONS

Do you know of any other cases involving either: (a) related or similar issues about the management of this property; or (b) the same landlord or tenant or property as in this application? If so, please give details:

10. LIMITATION OF COSTS

If you are a tenant, do you wish to make a section 20C application (see *Guidance Note*) YES NO

If so, why? _____

Guidance Note

Some leases allow a landlord to include costs incurred in connection with proceedings before a Tribunal as part of a service charge. Section 20C of the Landlord and Tenant Act 1985 gives the Tribunal power, on application by a tenant, to make an order to the effect that such costs are not to be treated as relevant costs to be taken into account in determining the amount of any service charge payable by the tenant or any other person(s) specified in the application. If you are a tenant you should indicate here whether you want the Tribunal to consider making such an order.

11. CAN WE DEAL WITH YOUR APPLICATION WITHOUT A HEARING?

If the Tribunal thinks it is appropriate, and all the parties agree, it is possible for your application to be dealt with entirely on the basis of written representations and documents and without the need for parties to attend and make oral representations ("A Paper Determination"). This means you would not be liable for a hearing fee of £150 but it would also mean that you would not be able to explain your case in person.

Please let us know if you would be happy for the case to be dealt with by way of paper determination if the Tribunal thinks it appropriate. YES NO

NB: Even if you have asked for a paper determination the Tribunal may decide that a hearing is necessary. You can also ask for an oral hearing at any time before the determination is made. Please go on to complete sections 12 to 15 on the assumption that a hearing will be held

12. TRACK PREFERENCES

We need to decide whether to deal with the case on the Fast Track or the Standard Track (see Guidance Note for an explanation of what a track is). Please let us know which track you think appropriate for this case.

Fast Track Standard Track

Is there any special reason for urgency in this case? YES NO

If there is, please explain how urgent it is and why:

Guidance Note

The Tribunal will normally deal with a case in one of three ways: on paper (see section 11 above) or "fast track", or "standard track". The fast track is designed for cases that need a hearing but are very simple and will not generate a great deal of paperwork or argument. A fast track case will usually be heard within 10 weeks of your application. You should indicate here if you think your case is very simple and can be easily dealt with. The standard track is designed for more complicated cases where there may be numerous issues to be decided or where for example, a lot of documentation is involved. A standard track case may involve the parties being invited to a Pre-Trial Review which is a meeting at which the steps that need to be taken to bring the case to a final hearing can be discussed.

13. AVAILABILITY

If there are any dates or days we must avoid during the next three months (either for your convenience or the convenience of any witness or expert you may wish to call) please list them here.

Dates on which you will NOT be available:

14. VENUE REQUIREMENTS

Please provide details of any special requirements you or anyone who will be coming with you may have (e.g. the use of a wheelchair and/or the presence of a translator):

In London, cases are usually heard in Alfred Place which is fully wheelchair accessible. Elsewhere, hearings are held in local venues which are not all so accessible and the Clerks will find it useful to know if you or anyone you want to come to the hearing with you has any special requirements of this kind.

15. CHECKLIST

Please check that you have completed this form fully. The Tribunal will not process your application until this has been done. Please ensure that the following are enclosed with your application:

- A copy of the section 22 notice (if any) is enclosed.
- A copy of the previous order appointing a manager (if applicable) is enclosed
- A list of the names and addresses of persons who might be significantly affected by this application is enclosed
- A crossed cheque or postal order for the application fee (if applicable) is enclosed.
- Amount of fee enclosed £ _____ Please put your name and address on the back of any cheque you send.

DO NOT send cash under any circumstances. Cash payment will not be accepted and any application accompanied by cash will be returned to the applicant.

Guidance Note

The amount of the application fee will depend on the number of dwellings to which the application relates. To find out how much you will need to pay you should consult the following table:

Number of dwellings to which application relates	Application Fee
5 or fewer dwellings	£150
Between 6 and 10 dwellings	£250
More than 10 dwellings	£350

Fees should be paid by a crossed cheque made payable to, or a postal order drawn in favour of, the Department for Communities and Local Government.

Waiver of Fees

You will **not** be liable to pay a fee if you or your partner is in receipt of:

- Income Support
- Housing Benefit
- Income Based Job Seeker's Allowance
- Income-Related Employment and Support Allowance
- A Working Tax Credit where:
 - **either** that Credit includes a disability element or severe disability element (or both) **or it is combined with child tax credit and**
 - the gross annual income used to calculate the Working Tax Credit is £14,213 or less
- A guarantee credit under the State Pensions Credit Act 2002
- A current certificate issued under the Funding Code (legal aid) which is in respect of the proceedings before the Tribunal, the whole or part of which have been transferred from the County Court for determination by a Tribunal.

If you wish to claim a waiver of fees you must complete another form available from the Panel office. The waiver form will not be copied to other parties in the proceedings.

If you are making several applications at the same time, even if you are using different application forms or the applications relate to different parts of the Tribunal's jurisdiction, you do not have to pay a separate fee for each application. The overall fee will be the biggest of the fees payable for each application on its own.

16. STATEMENT OF TRUTH

I believe that the facts stated in this application are true.

Signed: _____ Dated: _____

ANNEX: Addresses of RPTS Panel Offices

NORTHERN RENT ASSESSMENT PANEL

First Floor, 5 New York Street,
Manchester M1 4JB

Telephone: 0845 100 2614 or 0161 237 9491
Fax: 0161 237 3656

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: Cheshire, Cumbria, Durham, Lancashire, and Lincolnshire.

MIDLAND RENT ASSESSMENT PANEL

2nd Floor, Louisa House, 92-93 Edward Street,
Birmingham B1 2RA

Telephone: 0845 100 2615 or 0121 236 7837
Fax: 0121 236 9337

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 RENT ASSESSMENT PANEL

Unit C4, Quern House, Mill Court
Great Shelford, Cambridge CB22 5LD

Telephone: 0845 100 2616 or 0122 384 1524
Fax: 0122 374 3224

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 RENT ASSESSMENT PANEL

1st Floor, 1 Market Avenue,
Chichester, PO19 1JU

Telephone: 0845 100 2617 or 0124 377 9394
Fax: 0122 350 5116

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 RENT ASSESSMENT PANEL

10 Alfred Place,
London WC1E 7LR

Telephone: 020 7446 7700
Fax: 020 7637 1250

This office covers all the London boroughs.