



Ref no. (for office use only)

Application Form

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

Application referring a notice proposing a new rent under an Assured Periodic Tenancy or Agricultural Occupancy, to a Rent Assessment Committee

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

This is the correct form to use if your landlord has served a Notice on you, proposing a new rent under an assured periodic tenancy, including an assured shorthold periodic tenancy.

This form may also be used 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.

Please send your completed application form together with a copy of the Notice of proposed rent increase served on you, to the appropriate Rent Assessment Panel. (See the Annex to this form for Panel addresses). **Please do not send any other documents.** If and when further evidence is needed you will be asked to send it separately.

Your application **MUST** be received by the Panel Office **BEFORE** the date specified in the Notice of increase, as the date for the proposed new rent to take effect.

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

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

Name: _____

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

Address for correspondence (*if different*): _____

Telephone: Day: _____ Evening: _____ Mobile: _____

Email address: _____

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

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. Continue on a separate sheet if necessary 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

(a) Is there a written tenancy agreement?

YES

NO

(b) 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 Rent Assessment Committee.

* to be signed and dated by the tenant OR the tenants 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 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 384 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.