



Y Tribiwnlys Eiddo Preswyl  
Residential Property Tribunal

## Application Form Section 13(4) 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.**

**Please write clearly in BLACK ink and tick boxes where appropriate.**

**This application form is also available in Welsh. Please contact the tribunal for a Welsh version of this form.**

This is the correct form to use if you wish to make either of the following applications:

1. your landlord has served a Notice on you, proposing a new rent under an assured periodic tenancy (including an assured shorthold periodic tenancy).
2. refer a Notice proposing a new rent or licence fee for an assured periodic agricultural occupancy. References to 'landlord'/'tenant' can be read as references to 'licensor'/'licensee' etc.

**Your application MUST be received by the Tribunal BEFORE the date when it is proposed that the new rent will take effect.**

### Documents

You must send the following documents ("required documents") with this application:

- a copy of the Notice served on you, proposing the new rent; and
- the written tenancy agreement (with a note of any variations). This will be returned to you.

Failure to send any required document(s) might make this application invalid.

Please do not send any other documents at this time. If and when further documents, information or evidence are needed, you will be asked to send them separately.

**Please send the completed application form and the required documents to:**

**Residential Property Tribunal  
1<sup>st</sup> Floor, West Wing  
Southgate House  
Wood Street  
Cardiff  
CF10 1EW**

Note to Applicants

Applicants are advised that any information that they provide to the Tribunal may be recorded in a decision document. All decisions made by the Tribunal are open to the public.

The Residential Property Tribunal will not accept applications by Fax or Email.

Language Preference

The Residential Property Tribunal welcomes receiving correspondence in Welsh or English. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding. The Tribunal also welcomes phone calls in Welsh or English.

You may submit forms, documents and make written representations to the tribunal in Welsh or English.

Please inform the tribunal of your language preference by completing box 3 below.

### 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. DETAILS OF LANDLORD OR AGENT(S)

Name: \_\_\_\_\_

Address (*including postcode*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. LANGUAGE PREFERENCE

**Please indicate your language preference:**

Written correspondence? Welsh / English (please delete as appropriate)

Verbal communication? Welsh / English (please delete as appropriate)

Do you wish to speak Welsh in any legal proceedings that may result from this application i.e. tribunal hearing or pre-trial review?

Yes / No (please delete as appropriate)

#### 4. DETAILS OF PREMISES

**(a) What type of accommodation do you rent?**

Room(s)	<input type="checkbox"/>	Semi-detached House	<input type="checkbox"/>
Flat	<input type="checkbox"/>	Fully Detached House	<input type="checkbox"/>
Terraced House	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

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**(b) If it is a flat or room(s), what floor(s) is it on?**

Basement	<input type="checkbox"/>	First	<input type="checkbox"/>
Ground	<input type="checkbox"/>	Second	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>		

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**(c) Give the number and type of rooms, e.g. 1 living room, 2 bedrooms, 1 bathroom etc**

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**(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:**

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**(f) Do you share any of the accommodation with:**

(i) the landlord	YES <input type="checkbox"/>	NO <input type="checkbox"/>
(ii) another tenant(s)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**(g) If yes, please give details:**

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## 5. ABOUT YOUR TENANCY

**(a) State the date when your present tenancy commenced**

\_\_\_\_\_

**(b) Did you pay a premium?**

YES ☐ NO ☐

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.

If yes, please give details

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 6. 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) What charge is payable?**

£ \_\_\_\_\_ per (e.g. week, month etc.) \_\_\_\_\_

**(e) Does the charge vary according to the relevant costs?**

YES ☐ NO ☐

**(f) If yes, please give details:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 7. 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).**

[illegible]

## 8. 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**

[illegible]

## 9. REPAIRS

(a) What repairs are the responsibility of the landlord?

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(b) What repairs are the responsibility of the tenant?

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## 10. TENANCY AGREEMENT

Is there a written tenancy agreement?

YES ☐ NO ☐

## 11. AGRICULTURAL OCCUPANCY

Do you have an assured agricultural occupancy?

YES ☐ NO ☐

## 12. CAN WE DEAL WITH YOUR APPLICATION WITHOUT A HEARING?

It is possible for your application to be dealt with entirely on the basis of written representations (“paper determination”) BUT ONLY IF:

- the Tribunal thinks it is appropriate
- all parties agree

Even if you agree to a paper determination

- the Tribunal may decide that an oral hearing is necessary
- you or any other party may still ask for an oral hearing at any time before the determination is made

Do you agree to this application being determined without an oral hearing?      YES      NO  
☐      ☐

Please ensure that you complete this form in full on the assumption that there will be an oral hearing.

## 13. VENUE REQUIREMENTS

Please provide details of any special requirements you or anyone who will be coming with you may have (e.g. wheelchair access, presence of an interpreter). It will assist the Tribunal in making the arrangements if it has been made aware of your needs.

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## 14. STATEMENT OF TRUTH

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 tenant's agent.

If there are joint tenants, then each tenant or the agent must sign unless one signs on behalf of the rest with their agreement.

Please specify whether you are the:

- |                  |                              |                             |
|------------------|------------------------------|-----------------------------|
| • Tenant         | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Joint Tenant   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • Tenant's Agent | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

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

Signed: \_\_\_\_\_

Name (IN CAPITALS): \_\_\_\_\_

Capacity (if appropriate) (e.g. Director, Company Secretary)

Date: \_\_\_\_\_

### Checklist

Please check that:

- you have completed this form in FULL
- you have enclosed all the required documents

The Tribunal will not process your application if you have not done so.

**Please contact the Residential Property Tribunal if you have any questions about how to fill in this form or the procedures the Tribunal will use:**

**Telephone:** 0300 025 2777

**Email:** [rpt@gov.wales](mailto:rpt@gov.wales)