



Y Tribiwnlys Eiddo Preswyl
Residential Property Tribunal

Application Form Section 6(3) Housing Act 1988

Application referring a notice proposing different terms for a Statutory Periodic Tenancy 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 are a landlord or tenant who has been served with a notice, under section 6(2) of the Housing Act 1988, varying the terms of a Statutory Periodic Tenancy which arises when a fixed term of an Assured Tenancy, an Assured Shorthold Tenancy or an Assured Agricultural Occupancy ends.

Do not use this form if the landlord has proposed ONLY an increase in rent.

Documents

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

- a copy of the Notice served on you proposing the new terms of the statutory periodic tenancy
- the written tenancy agreement (with a note of any variations). The written tenancy agreement 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 together with the required documents to:

**Residential Property Tribunal
1st 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)

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"/>

(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"/>		

(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 <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:

5. RENT

(a) What is the current rent?

£ _____ per (e.g. week, month etc.) _____

(b) Does the rent include Council Tax?

YES ☐ NO ☐

(c) If yes, what amount is included for Council Tax?

£ _____ per (e.g. week, month etc.) _____

(d) Does the rent include water charges?

YES ☐ NO ☐

(e) If yes, what is the amount that is included for water charges?

£ _____ per (e.g. week, month etc.) _____

6. ABOUT YOUR TENANCY

State the date when your present statutory periodic tenancy commenced

7. SERVICES

(a) Are any services provided under the tenancy (e.g. cleaning, lighting, heating, hot water or gardening etc)?

YES ☐ NO ☐

(b) If yes, please give details:

(c) 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 etc.) _____

(e) does the charge vary according to the relevant costs?

YES ☐ NO ☐

(f) if yes, please give details:

8. 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.

9. REPAIRS

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

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

10. TENANCY AGREEMENT

Is there a written tenancy agreement?

YES ☐ NO ☐

Please give details (if known) of the other terms of the tenancy, e.g. whether the tenancy can be assigned (passed onto someone else) and if so whether a premium (a payment in addition to rent and equivalent to more than two months rent) is payable on assignment.

Continue on a separate sheet if necessary.

11. 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.

12. 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.

13. STATEMENT OF TRUTH

I/we attach a copy of the notice proposing changes to the statutory periodic tenancy and, if applicable, an adjustment of the amount of rent and apply for it to be considered by the Rent Assessment Committee.

To be signed and dated by the tenant or the tenants agent or the landlord or the landlord's agent..

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

Please specify whether you are the:

Tenant	<input type="checkbox"/>	Tenant's Agent	<input type="checkbox"/>
Landlord	<input type="checkbox"/>	Landlord's Agent	<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@wales.gsi.gov.uk