



**Application Form (RTM 1)**  
**Chapter 1 of Part 2 of The Commonhold and Leasehold**  
**Reform Act 2002**  
Application relating to Right to Manage Companies

**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.**

The Right to Manage (RTM) is a right for tenants of flats to take over the management of a property from the landlord without the need to show fault on the part of the landlord or any manager.

This is the correct form to use if you want to make any of the applications listed in Annex 1. Please place a tick against the application you are making.

### Documents

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

- a copy of the RTM Company Certificate of Incorporation
- a copy of the Articles of Association of the RTM Company
- the additional document(s) listed in Annex 1

Failure to send any required document(s) might make the 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 specified documents to:**

**Residential Property Tribunal  
Oak House  
Cleppa Park  
Celtic Springs  
Newport  
NP10 8BD**

### 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 E-mail

### 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 THE RIGHT TO MANAGE COMPANY**

Name of RTM Company: \_\_\_\_\_

Company Number: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address: \_\_\_\_\_

Address for correspondence if different: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Representative Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. DETAILS OF APPLICANT(S) IF NOT RTM COMPANY (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: \_\_\_\_\_

Capacity (e.g. Owner): \_\_\_\_\_

Representative details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Where details of representatives have been given, all correspondence and communication will be through them until the tribunal is notified that they are no longer acting for you.*

**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. SUBJECT PROPERTY ADDRESS (including postcode)**


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**5. NAME AND ADDRESS OF FREEHOLDER (if not given above)**

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

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

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Address for correspondence (if different): \_\_\_\_\_

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Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Representative details: \_\_\_\_\_

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**6. ADDRESS OF ANY INTERMEDIATE LANDLORD (if not given above)**

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

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

\_\_\_\_\_

\_\_\_\_\_

Address for correspondence (*if different*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: *Day*: \_\_\_\_\_ *Evening*: \_\_\_\_\_ *Mobile*: \_\_\_\_\_

Email address: \_\_\_\_\_

Representative details: \_\_\_\_\_

\_\_\_\_\_

**7. NAME AND ADDRESS OF ANY MANAGER**

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

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

\_\_\_\_\_

\_\_\_\_\_

Address for correspondence (*if different*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: *Day*: \_\_\_\_\_ *Evening*: \_\_\_\_\_ *Mobile*: \_\_\_\_\_

Email address: \_\_\_\_\_

Representative details: \_\_\_\_\_

\_\_\_\_\_



hearing.

## 10. URGENCY

If you feel that your application should be dealt with urgently, please explain how urgent it is together with your reasons:

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## 11. AVAILABILITY

If there are any days or dates we must avoid during the next three months please list them here.

Dates on which you will **NOT** be available:

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## 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.

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### 13. STATEMENT OF TRUTH

**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**



**ANNEX 1: List of applications.**

**This list relates solely to matters concerning Applications under Chapter 1 of Part 2 of the Commonhold and Leasehold Reform Act 2002 in relation to the right to manage.**

**Abbreviations**

RTM = Right To Manage

<b>No.</b>	<b>Provisions of Commonhold &amp; Leasehold Reform Act</b>	<b>Type of Application</b> <i>Additional documents required</i>	<b>Tick here</b>
1	Section 84 (3)	<b>Application for a determination that on the relevant date the RTM Company was entitled to acquire the Right to Manage</b> <i>A copy of the claim notice and a copy of any counter notice received.</i>	
2	Section 85 (2)	<b>Missing/Absent Landlord</b> Application for an order that the RTM Company is to acquire the Right to Manage <i>(a) a statement that the requirements of sections 78 and 79 of the Act are fulfilled;</i> <i>(b) a copy of the notice given under section 85(3) of the 2002 Act together with a statement that such notice has been served on all qualifying tenants;</i> <i>(c) a statement describing the circumstances in which the landlord cannot be identified or traced.</i>	
3	Section 88 (4)	<b>Costs</b> Application in respect of any question in relation to the amount of any costs payable by a RTM Company	
4	Section 94 (3)	<b>Payment of accrued uncommitted service charges</b> Application for a determination of the amount of any payment of service charges to be paid under this Section <i>An estimate of the amount of the accrued uncommitted service charges.</i>	
5.	Section 99 (1)(b)	<b>Approvals under long leases</b> Application for a determination as to a grant of an approval under a lease. <i>A description of the approval sought and a copy of the relevant lease.</i>	

6	Paragraph 5(3) of Schedule 6	<b>Application for a determination that Chapter 1 of Part 2 of the Act applies where it would otherwise be excluded by paragraph 5(1)(b) of schedule 6.</b>  <i>The date and circumstances in which the right to exercise the right to manage has ceased within the past four years.</i>	
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