



Application Form Landlord and Tenant Act 1985

Application for an order under Section 20c of the Landlord and Tenant Act 1985

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 apply to the Leasehold Valuation Tribunal for a section 20C Order, if you have not already applied for such an Order as part of the other Tribunal proceedings to which your application relates.

Section 20C of the Landlord and Tenant Act 1985 provides that a tenant may apply to a Leasehold Valuation Tribunal for an order that all or any part of the costs incurred, or to be incurred, by the landlord in connection with proceedings before a Leasehold Valuation Tribunal or Residential Property Tribunal are not to be regarded as relevant costs to be taken into account in determining the amount of any service charge payable by the tenant or any other person or persons specified in the application.

Documents

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

- a copy of the lease
- a copy of the decision where the application relates to costs incurred in relation to a decision which has already been made

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 required 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.

Language Preference

The Residential Property Tribunal welcomes receiving correspondence in Welsh or English. Any correspondence received in Welsh will be answered in Welsh and correspondence 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.

The tribunal will accept applications by email to rpt@gov.wales or in hard copy by post.

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

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: _____

Capacity (e.g. Owner): _____

Representative details: _____

1A. Disclosure of information

The Tribunal may copy the application form to other appropriate persons (e.g. other service charge paying leaseholders in the building or development). If you are a leaseholder and do not want your telephone number or email address to be disclosed to other such persons, please omit those details from Box 1 and attach them on a separate sheet.

Please also confirm that you do not want your (a) telephone number (b) email address details disclosed to other persons and confirm that you have supplied these on a separate sheet headed in bold and capital letters; **CONTACT DETAILS NOT TO BE SHARED WITH OTHERS.**

If you are sending in the application form and attachments by PDF, then the contact details not to be shared sheet **MUST** be sent in a separate attachment.

Note:

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

2. SUBJECT PROPERTY 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. OTHER AFFECTED PERSONS

Are you seeking an order that is also for the benefit of any other person or persons? (e.g. other tenants in the same block or development)?

YES NO

If so, please specify and provide the names and addresses of those persons if available. If this is not possible or is impractical, then a written statement to that effect should be provided with this application.

5. 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: _____

Representative details:

6. DETAILS OF LANDLORD (if not already given)

Name: _____

Address (*including postcode*): _____

Telephone: *Day:* _____ *Evening:* _____ *Mobile:* _____

Email address: _____

7. GROUNDS OF APPLICATION

Please use the space below to summarise the grounds on which you are making this application.

8. OTHER APPLICATIONS

Are you, or have you been involved in any other application to a Leasehold Valuation Tribunal or Residential Property Tribunal? YES NO

Are you aware of any other application involving the same landlord or property as in this application? YES NO

If so, please give details including the case reference number and the date of the decision (where relevant):

9. 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 in writing

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.

10. 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:

11. 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.

12. 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