



## Application Form

### Section 24 and Section 22 (3) Landlord and Tenant Act 1987

Application for the appointment of a manager or for the variation or discharge of an order appointing a manager under Section 24 of the Landlord and Tenant Act 1987

**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 want to ask the Leasehold Valuation Tribunal to appoint a manager under section 24 of the Landlord and Tenant Act 1987 or to discharge or vary an order that has already been made. This form also allows you to ask for a dispensation of the requirement to serve a notice under section 22 of the 1987 Act.

#### Documents

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

- a copy of the notice of your intention to make this application (if any)
- a copy of the previous order appointing a manager (if applicable)
- a list of names and addresses of all persons who might significantly be affected by this application. This may include other leasees, mortgagees or a superior landlord

Failure to send any required document(s) might may 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.

#### Application Fees

The amount of the application fee will depend on number of dwellings to which the application form relates. To find out how much you will need to pay you should consult the following table:

<b>Number of dwellings to which application relates</b>	<b>Application Fee</b>
5 or fewer dwellings	£150
Between 6 and 10 dwellings	£250
More than 10 dwellings	£350

The fee must be paid by either a crossed cheque or a postal order drawn in favour of the “Welsh Government” or by bank transfer, details of which can be provided upon request.

Do not send cash under any circumstances. Cash payment will not be accepted.

Please note:

- If you do not send the correct fee payable to or in favour of the “Welsh Government” or if you send cash, the application and the cash will be returned to you at your risk.
- A Hearing fee of £150 is also payable when the application is set down for Hearing. If it is not paid by the due date, the application will not proceed to Hearing and may be dismissed or deemed withdrawn.

### Waiver of Fees

If the Applicant(s) or the partner(s) of any Applicant(s) is/are in receipt of certain income-related benefits, the Application Fee may be waived or reduced.

To claim a waiver or reduction in the Application Fee, the Applicant(s) in receipt of such benefit or the Applicant(s) whose partner(s) is/are in receipt of such benefit must complete a waiver application form which can be obtained from the Residential Property Tribunal. This will not be copied to the other parties.

**Please send the completed application form and the 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 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.

**The tribunal will accept applications by email to [rpt@gov.wales](mailto: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. 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. 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: \_\_\_\_\_

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

**5. DETAILS OF LANDLORD (if not already given)**

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

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

\_\_\_\_\_

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

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

**6. DETAILS OF ANY RECOGNISED TENANTS' ASSOCIATIONS**

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

**7. ORDER SOUGHT****Applications where no manager yet appointed by a Court or Tribunal**Are you asking the Tribunal to appoint a manager? YES  NO If so, have you served a section 22 notice? YES  NO If not, are you seeking a dispensation? YES  NO 

No application for the appointment of a manager may be made unless a notice under section 22 of the 1987 Act has first been served. Service of such a notice may only be dispensed with by the Tribunal if it is satisfied that it would not be reasonably practicable to serve such a notice.

**Applications where a manager has previously been appointed by a Court or Tribunal**

What is the date of the order appointing a manager \_\_\_\_\_

Do you seek a variation of the order? YES  NO Do you want the order to be discharged? YES  NO



## 9. MANAGER TO BE APPOINTED

If you are making an application to appoint a manager, or to vary an order appointing a manager by the substitution of a new manager, please give details of the person you wish to have appointed.

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

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: Day:

Evening:

Mobile:

## 10. OTHER APPLICATIONS

Do you know of any other cases involving either:

- (a) related or similar issues about the management of this property; or
- (b) the same landlord or tenant or property as in this application?

If so, please give details

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 11. LIMITATION OF COSTS

If you are a tenant, do you wish to make a Section 20C application? (See note below)

YES

NO

If so, why?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: some leases allow a landlord to include costs incurred in connection with proceedings before a Tribunal as part of a service charge. Section 20C of the Landlord and Tenant Act 1985 gives the Tribunal power, on application by the tenant, to make an order to the effect that such costs are not to be treated as relevant costs to be taken into account in determining the amount of any service charge payable by the tenant or any other person(s) specified in the application. If you are a tenant you should indicate here whether you want the Tribunal to consider making such an order.

If you are a tenant and this application has been made by another party, you may nonetheless ask the Tribunal to make an Order under Section 20C. If so please write to the Tribunal asking it to make such an Order and set out the reasons why.

## 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 nonetheless 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. 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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## 14. VENUE REQUIREMENTS

Please provide details of any special requirements you or anyone who will be coming with you may have (e.g. wheelchair access/or the 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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## 15. STATEMENT OF TRUTH

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

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

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

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

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

## **CHECKLIST**

Please check that:

- you have completed this form IN FULL
- you have enclosed the required documents
- you have enclosed the required payment

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)**