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# 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:

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| **Number of dwellings to which application relates** | **Application Fee** |
| 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.

RPT welcomes correspondence and phone calls in Welsh and English. This includes submitting forms, documents and written representations to the Tribunal.

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| 1. **1. Language Preference** |  |
| Would you prefer to correspond with us in: | Welsh  English  Both |
| Would you prefer any verbal communication to be in: | Welsh  English  Both |
| Would you prefer to speak Welsh or English at your Tribunal Hearing? | Welsh  English  Both |
| **2. Languages Spoken** |  |
| What languages do you use to communicate?  (Please tick all that apply) | Welsh  English  Other (please state) |
|  | Click or tap here to enter text. |
| 1. **3.** We would like to support the use of the Welsh language in Tribunals. If you can speak Welsh, and have indicated English as your language of choice, is there a specific reason why you have chosen to communicate in English? | (Your answer will not affect the substance of your case in any way) |
| Click or tap here to enter text. |  |

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| **1. DETAILS OF APPLICANT(S) (If there are multiple applicants please continue on a separate sheet)** | | | | | | | | | | | |
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| Address (including postcode): | | | | |  | | | | | |  |
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| Address for correspondence (if different): | | | | | | |  | | | |  |
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| Telephone: Day*:* | | |  | | | Evening*:* | |  | Mobile*:* |  |  |
| Email address: | | |  | | | | | | | |  |
| Capacity (e.g*.* Owner): | | | | | | |  | | | |  |
| Representative details: | | | |  | | | | | | |  |
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| 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. |

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| **2. PROPERTY ADDRESS (including postcode)** | | | | |
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| **3. DETAILS OF RESPONDENT(S) (if there are multiple respondents please continue on a separate sheet)** | | | | | | | | | | |
| Name: | |  | | | | | | | |  |
| Address (including postcode): | | | |  | | | | | |  |
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| Address for correspondence (if different): | | | | | |  | | | |  |
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| Email address: | | |  | | | | | | |  |
| Capacity (e.g. Owner): | | |  | | | | | | |  |
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| **4. DETAILS OF LANDLORD (if not already given)** | | | | | | | | | |
| Name: | |  | | | | | | |  |
| Address (including postcode): | | | |  | | | | |  |
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| **5. DETAILS OF ANY RECOGNISED TENANTS’ ASSOCIATIONS** | | | | | | | | | |
| Name: | |  | | | | | | |  |
| Address (including postcode): | | | |  | | | | |  |
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| Email address: | | |  | | | | | |  |
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| **6. 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 |

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| **7. GROUNDS OF APPLICATION** | | |
| Please provide a clear outline of your case so that the Tribunal understands what your application is about. You will be given an opportunity to give further details of your case at a later date.  Please continue on a separate sheet if necessary. | | |
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| **8. 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): | | | | |  | | | | |  |
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| Telephone: Day*:* | | | |  | | Evening*:* |  | Mobile*:* |  |  |
| **9. OTHER APPLICATIONS** | | | | | | | | | | |
|  | Do you know of any other cases involving either:   1. related or similar issues about the management of this property; or 2. the same landlord or tenant or property as in this application?   If so, please give details | | | | | | | | |  |
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| **10. 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? | | | | | | | | |  |
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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.

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| **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 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. | | | |
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| **12. 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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| **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/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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| **14. STATEMENT OF TRUTH** | | | | |
| **I believe that the facts stated in this application are true.** | | | | |
| Signed: |  | |  | |
| Name (IN CAPITALS): | |  |  | |
| Capacity (e.g. Owner): | |  |  |  |
| Date: | |  |  |  |
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**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)