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**Application Form RAC 4**

**Renting Homes (Wales) Act 2016**

**The Renting Homes (Rent Determination) (Converted Contracts) (Wales) Regulations 2022.**

**Application referring a notice proposing a new rent under a secure contract or a periodic standard contract, 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 or circle ‘Yes’ or ‘No’ where appropriate.

This application form is also available in Welsh. Please contact the tribunal for a Welsh version of this form.

Your application MUST be received by the Tribunal BEFORE the date when it is proposed that the new rent will take effect.

***For use by a contract-holder following receipt of a notice of rent variation under section 104 or 123 of the Renting Homes (Wales) Act 2016. The occupation contract must be a relevant converted contract within the meaning of paragraph 15(3) of Schedule 12 to that Act.***

**IMPORTANT- TIME LIMITS.**

**The application to the rent assessment committee MUST be made in the prescribed form and within 2 months following receipt of the notice under section 104 or 123 of the Act.**

**Documents**

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

• a copy of the Notice of variation of rent served on you by the landlord, proposing the new rent; and

• the written tenancy agreement (with a note of any variations). This 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 and the required documents to rpt@gov.wales or 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 Tribunal will copy the application form to the other party to the application.

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.

**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 13 below.

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

RPT Tribunal 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. |  |

**RAC4**

**APPLICATION TO RENT ASSESSMENT COMMITTEE**

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| **1. Details of Contract-Holder** |
| Name  Address of Property  Address for Correspondence (if different)  Telephone: Daytime…………………….. Evening…………………………..  Email address: |

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| **2. Details of Landlord(s) or their Agent** |
| Name(s)  Address:  Telephone  Email Address |

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| --- | --- | --- | --- | --- | --- |
| **3. Details of Property** | | | | | |
| 1. What type of accommodation do you rent? | | | | | |
| Room(s) |  | | Semi-Detached house | |  |
| Flat |  | | Fully Detached house | |  |
| Terraced House |  | | Other (please specify) | |  |
| 1. If it is a flat or room(s), what floor(s) is it on? | | | | | |
| Basement  Ground  Other (please specify) |  | | First  Second | |  |
| 1. Give the number and type of rooms e.g. 1 living room, 2 bedrooms, 1 bathroom etc | | | | | |
| 1. Does the occupation contract include any other facilities e.g. garden, garage or other separate buildings or land? | | | | | |
| Yes | | | | No | |
| 1. If yes please give details | | | | | |
| 1. Do you share any of the accommodation with | | | | | |
| 1. Landlord | | Yes | |  | No |
| 1. Another joint contract holder | | Yes | |  | No |
| 1. If yes please give details | | | | | |

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| **4. Tenancy or Licence/Occupation contract** |
| When did the tenancy or licence/occupation contract originally begin?  *Note: the tenancy or licence is now an occupation contract under the Renting Homes (Wales) Act 2016 (following the coming into force of that Act)* |

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| **5. Premium** | | | | | |
| 1. Did you pay a premium | | | yes | no | |
| *A premium is a payment which is additional to rent and is equivalent to more than two months’ rent. It may have given you the right to assign the tenancy or licence/occupation contract.* | | | | | |
| 1. If yes please give details | | | | | |
| **6. Services** | | | | | | | |
| 1. Are any services provided under the occupation contract (e.g. cleaning, lighting, hot water or gardening)? | | | | | | | |
| yes | | | No | | | | |
| 1. If yes please give details | | | | | | | |
| 1. If yes, is a separate charge made for services, maintenance, repairs, council tax, landlord's costs or management or any other item? | | | | | | | |
| Yes | | | No | | | | |
| 1. What charge is payable?   £……………………. Per ………………………..(e.g. week, month etc) | | | | | | | |
| 1. Does the charge vary? | | yes |  | | | No | |
| 1. If yes, please give details: | | | | | | | |

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| --- | --- | --- | --- |
| 7. Furniture | | | |
| 1. Is any furniture provided under the occupation contract | | yes | no |
| 1. If yes, please give details. Continue on a separate sheet if necessary or provide a copy of the inventory: | | | |
| 8. Improvements | | | | | |
| 1. Have you or any former tenant(s) or licensee(s)/contract holder(s) carried out improvements or replaced fixtures, fittings or furniture for which you or they were NOT responsible under the terms of the tenancy or licence/occupation contract? | | | | | |
| Yes | | No | | | |
| 1. If yes, please give details. Continue on a separate sheet if necessary. | | | | | |
| 9. Repairs | | | |
| 1. What repairs are the responsibility of the landlord? 2. What repairs are the responsibility of the contract-holder? | | | |

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| 10. Documents and Signature | | | | |
| I/we enclose copies of:  The tenancy or licence agreement and/or written statement of contract (if applicable)  The notice of variation of rent provided by the landlord. | | | | |
| I/we apply to the rent assessment committee for a determination of the rent for the dwelling listed above. | | | | |
| If there are joint contract holders, then each joint contract holder or their agent(s) must sign, unless one signs on behalf of the rest with their agreement. | | | | |
| I have the agreement of all joint contract holders to sign on their behalf Yes No | | | | |
| Please specify whether you are the | | | | |
| Contract Holder | yes | | No | |
| Joint Contract holder | yes | | No | |
| Contract- holders agent | yes | | No | |
|  |  | |  | |
| Signed: | | | | |
| Name(s): | | | | |
| Date: | | | | |
| 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 * Your or any other party may still ask for an oral hearing at any time before 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. 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. |

Please check that you have:

Completed the 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 questions about how to fill in this form or the procedures the tribunal will use:

Telephone 0300 025 2777

Email rpt@gov.wales