

Glasgow Tribunals Centre

20 York Street

GLASGOW

G2 8GT

**NOTES ON COMPLETING FORM F**

www.housingandpropertychamber.scot

0141 302 5900

1. **APPLICANT DETAILS**

The details of the applicant or applicants should be entered in Section 1.

If there are two or more applicants, please give details of all other applicants on a separate sheet clearly marked “Section 1: Applicant Details continued”, and write the address of the property to clearly indicate that this separate sheet is about this application.

Representatives of the applicant(s) should not enter their details in Section 1. Details of any representative should be stated in Section 2.

# 2. APPLICANT REPRESENTATIVE DETAILS

## Enter the details of any person or company who will be representing the applicant in this section. If no details are entered here, the Tribunal will deal directly with the applicant.

If details are entered in this section, the Tribunal will correspond **solely** with the stated representative. Any correspondence sent to the representative will be deemed to have been sent to the applicant. It is important that any changes to a representative are notified as soon as possible to the Tribunal.

**3. RESPONDENT DETAILS**

In this section, you should give the details of the other party or parties who is/are to be the respondent(s) to the application.

If the address for the respondent(s) is different to the subject property address in Section 4 of the form , please list this at part (e).

If there are two or more respondents, please list these on a separate sheet clearly marked “Section 4: Respondent(s) Details”, and write the address of the property to clearly indicate that this separate sheet is about this application.

Failure to disclose the details of all respondents to the application could result in delays to the progress of the application.

**4. Address of the PROPERTY to which the application relates**

In this section, you should give the address of the property that the agreement between the parties is about. This will allow the tribunal to consider whether the application can be dealt with at the same time as any other ongoing application which is about the same property and parties.

**5. APPLICATION DETAILS**

You should state here the Rule under which you are making the application. This will depend on the type of tenancy/occupancy agreement that is/was in place for the property in question:

**RULE 70:** Application for civil proceedings in relation to an assured tenancy under the 1988 Act

**RULE 91:** Application for civil proceedings in relation to a regulated tenancy or Part VII contract under the 1984 Act

**RULE 111:** Application for civil proceedings in relation to a private residential tenancy

You must also set out your reasons for making the application. This is required by the Rules, and an application cannot be accepted if it does not set out the reasons why you are making it. Please also explain what outcome you are hoping to get from the tribunal. This could be an amount of money that covers any non-payment by the other party, or an Order for action to be taken or not taken. Please provide as much information as possible, and continue on a separate sheet if necessary.

**6. REQUIRED ATTACHMENTS**

You must provide all relevant documents and evidence which support your application. For each rule the requirements to provide this is the same. Documentation to be supplied with the application is:

* evidence to support the application;
* a copy of any relevant document;

An example of evidence to support your application might be as follows:

If you are applying to the tribunal to recover payments due to you, you would need to provide evidence to show that: 1) the payment is due (for example the written contract containing the payment agreement, which could be the tenancy agreement); and 2) the payment has not been received (if regular payments are made by bank transfer and these have stopped, bank statements showing these payments may be relevant).

In this case, relevant documents might be 1) a copy of the tenancy agreement, to show that the payment is due and 2) copies of your bank statements showing that the payments have stopped being made.

Failure to provide evidence and documents can lead to a delay in the administrative process, since it may not be possible to take your application forward without this supporting information.

PLEASE NOTE: In terms of the legislation[[1]](#footnote-1) that governs the application process we will send copies of any application, attached documents, correspondence and representations to all other parties associated with the case and their representatives, copies will also be provided to the Tribunal. This will include documents submitted in support of your application such as bank statements. **The Housing and Property Chamber cannot redact any documentation submitted by any party**. If you wish certain information redacted from a document please do this before sending to the Housing and Property Chamber, this may include bank details.

**7. SIGNATURE**

The application form should be signed and dated by the applicant(s) or their representative.

1. <http://www.legislation.gov.uk/ssi/2017/328/schedule/paragraph/9/made> [↑](#footnote-ref-1)