

Housing and Property Chamber First-tier Tribunal for Scotland



Glasgow Tribunals Centre
20 York Street
GLASGOW
G2 8GT

FORM K

www.housingandpropertychamber.scot
0141 302 5900

Prescribed Property Costs Application by a tenant or landlord to appeal a prescribed property costs order made by the Rent Officer

This application is made under Rule 115 of **The First-tier Tribunal for Scotland Housing and Property Chamber (Procedure) Regulations 2017** (“the Rules”).

Please refer to the separate document **Notes on Completing Form K** (“the Notes”) which accompanies this form, to ensure that you are providing the correct information at each section. If you do not provide the correct information, the application WILL NOT be accepted and will be returned to you.

PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS AND BLACK INK

1. APPLICANT DETAILS (if more than one, please include further details on a separate sheet, see Section 1 of the Notes)

a Company/organisation name

b Title (e.g. Mr, Mrs, Miss, Ms)

c First name

d Last name

e Contact address

f Contact telephone number

g Contact email address

2. APPLICANT REPRESENTATIVE DETAILS

Please note if part 2 is completed we will correspond only with the nominated representative. If the representative changes, it is important that this is notified immediately to the tribunal

a Company/organisation name*

b Title (Mr, Mrs, Miss, Ms)

c First name

d Last name

e Contact address

f Contact telephone number

g Contact email address

h Profession

3. RESPONDENT DETAILS (if more than one, please include further details on a separate sheet, see Section 3 of **the Notes**)

a. Company/organisation name

b. Title (e.g. Mr, Mrs, Miss, Ms)

c. First name

d. Last name

e. Contact address

f. Contact telephone number

g. Contact email address

4. Address of the PROPERTY to which the application relates

Same as Applicant Same as Respondent Not applicable

Other (please specify address)

5. LANDLORD REGISTRATION DETAILS:

Please indicate which party is the landlord, and provide their landlord registration number:

Landlord is Applicant Landlord is Respondent

Registration number:

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6. REQUIRED DOCUMENTS

Please read **the Notes** and complete the checklist below to indicate that you are supplying each of these required documents with your application:

If you are a landlord making this application:

a copy of the prescribed property costs order issued by the rent officer

a copy of the application made by you to the rent officer under section 24E(1) of the Housing (Scotland) Act 1988 or, as the case may be, section 33A(1) of the Private Housing (Tenancies) (Scotland) Act 2016,

a copy of the notice given by you to the tenant under section 24E(3) of the Housing (Scotland) Act 1988 or, as the case may be, section 33A(3) of the Private Housing (Tenancies) (Scotland) Act 2016,

If you are a tenant making this application:

a copy of the prescribed property costs order issued by the rent officer ,

a copy of the notice given to you by the landlord under section 24E(3) of the Housing (Scotland) Act 1988 or, as the case may be, section 33A(3) of the Private Housing (Tenancies) (Scotland) Act 2016

7. SIGNATURE

We will store and process the information you provide in line with data protection law. You have the right to ask to see information we have about you and to challenge how we process your personal data. Processing of your information in relation to an application is necessary for the performance of a task carried out in the public interest in terms of Article 6(e) of the General Data Protection Regulation¹.

In order to process your complaint, the Chamber may need to contact other relevant organisations (for example the Local Authority) and we may need to obtain reports from relevant specialists. Further information on the organisations that may be contacted with details of your application is available on our website. In terms of the legislation² which governs the application process, we will give notice in terms of Rule 116 and include information to the other parties and their representatives. **We cannot progress your application without doing this.**

Please note also that legislation³ requires the Chamber to make any tribunal decisions and statements of reasons publicly available. A decision and statement of reason contains information about the case and identifies the parties. Further information on how the administration processes personal data and on your rights can be found on the SCTS website⁴.

Where a party, a representative or an interested party provides an email address, the First-tier Tribunal will communicate using that address until the party, representative or interested party requests that another method of communication be used.

Your signature

Date

¹ <https://www.legislation.gov.uk/eur/2016/679/article/6>

² <http://www.legislation.gov.uk/ssi/2017/328/schedule/paragraph/116>

³ <http://www.legislation.gov.uk/ssi/2017/328/schedule/paragraph/26/made>

And <https://www.legislation.gov.uk/ssi/2017/328/schedule/paragraph/119>

⁴ <http://www.scotcourts.gov.uk/about-the-scottish-court-service/contact-us/data-protection>