

Glasgow Tribunals Centre

20 York Street

GLASGOW

G2 8GT

**NOTES ON COMPLETING FORM G**

www.housingandpropertychamber.scot

0141 302 5900

References to Rule numbers in this form are to the **The First-tier Tribunal for Scotland Housing and Property Chamber (Procedure) Regulations 2017 (“the Chamber Rules”)**.

**Before completing application form G, you must first have carried out any actions required by the relevant Act for the type of application you wish to make to the Tribunal. The application types are grouped by their relevant legislation and this is listed at the beginning of each group.**

You should seek legal advice if you are unsure about what you need to do. Please note that because the Tribunal is an impartial judicial body, we are unable to provide legal advice to a party on what they need to do before sending an application to the Tribunal. Tribunal staff can only provide general information on the application procedure. Failure to do what the relevant Act says you need to do before submitting your application to the Tribunal could lead to your application being rejected or not accepted.

**1. APPLICANT DETAILS**

The **applicant** is the person making the application.

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**

The **respondent** is the person you are making the application against. Who this is will depend on the type of application. For example, if you are a tenant, this might be your landlord. If you are a landlord, this might be the tenant, the local authority or another person.

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. RESPONDENT REPRESENTATIVE DETAILS**

## In some application types, the Rules require that the applicant provide details (where known) of any representative who acts for the respondent. In this section you should therefore enter the details of any person or company that you are aware of who acts as a representative for the other party.

## Examples of this could be a letting agent who manages the property for a landlord, or an advocacy/advice worker who represents a tenant.

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

**If you are making more than one application** and you wish the Tribunal to consider whether your applications should be heard together, you should where possible send the completed forms and supporting documents needed for each application type (see further information below about this) in the same envelope.

The Tribunal can decide that two or more applications are to be dealt with together where they are under consideration at the same time and relate to the same property, required work, property factor, letting agent or landlord. **Section 5** of this form should be completed where an application relates to a specific property as this will assist the Tribunal in considering whether applications could be dealt with together.

**6. Registration details:**

**In applications where one of the parties is a landlord or letting agent** the Rules require that their **registration number** is included. You should include this information at **Section 6** of the application form and complete the appropriate boxes to indicate whether it is a landlord or letting agent registration number, and also which party is the landlord/letting agent.

**7. Application details**

Since there are many different **types of application** that can be received, you should state at **Section 7(a)** the type of application you are making by including either the Rule number or Rule title. For reference, a list of all the Rules and their requirements can be found at the end of this guidance note.

If the application type is not clear, this could lead to a delay in processing your application. If you do not know the Rule which applies to your application type, you may not be aware of all the required information that should be supplied, and you should seek legal advice. Failure to supply the correct information could lead to your application not being accepted, being rejected or not accepted.

Some rules require specific written information to be provided, in addition to providing name and address details of the parties. Where there is a specific requirement in the Rules to provide written information, this should be included at **Section 7(b).** If you wish to add any relevant information here you can do so, as long as you have met any specific requirement of the Rules. Details of the specific written information required for each Rule is provided in the Notes.

To help the tribunal understand what you are seeking in making your application, please set out at **Section 7(c)** the outcome you are hoping to achieve. This could be details of the amount of any payment order, or information on what you feel the respondent should be ordered to do or not do.

**8. REQUIRED DOCUMENTS**

Where there is a requirement to provide **documents**, then as well as completing the appropriate part of the form to list the documents **(Section 8)**, the documents or copies of them should be attached to the completed application when sending to the Tribunal. The final section of this guidance contains a list of all the rules and details the required attachments and specific information required for each application type.

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.

1. **SIGNATURE**

The applicant(s) or their representative should **sign and date** the form at **Section 9.** Some Rules may have different requirements in terms of who should sign the application form. These are listed in the next section of this note.

As well as the requirement under the Rules, the definition of the different parties must be taken from the primary legislation that contains the mechanism for the type of application being made. For example, this may mean that where there are multiple joint landlords in a tenancy that one of the application types might require the application be made by all joint landlords, while another could allow that the application be made by any one landlord. You should seek legal advice if you are unsure of this, since if the application does not meet the required standard it may not be accepted by the Tribunal.

**RULE SPECIFIC GUIDANCE**

The rest of this guidance note lists the Rules under which an application on this form can be made, and they are grouped by the relevant Act where the primary legislation that governs the application type can be found.

Under each Rule heading we have provided:

1) the eligible applicant

2) a checklist of the information that is required to be supplied;

3) a checklist where there is a requirement for documentation that should be provided; and

4) a note in brackets of the relevant section of the form where this information should be supplied

5) details of who must sign the application

as a guide to ensure you meet the statutory requirements.

**Please note that in order to assist the Tribunal in processing the application all other relevant parts of the form should also be completed.** If an application is missing some information then it may cause a delay while this information is sought by the tribunal.

**Housing (Scotland) Act 2006 applications: RULES 47, 49, 59**

**RULE 47: Application to contract out of the repairing standard**

**Applicant:** a landlord or tenant

**Information to be completed on the application:**

* the name, address and registration number (if any) of the landlord; (**Section 1/6**)
* the name, address and profession of any representative of the landlord; (**Section 2**)
* the name and address of the tenant; (**Section 3**)
* the name, address and profession of any representative of the tenant(**Section 4**)

**Documents to be provided with the application:**

This section has no associated Policy Notes

* a copy of the tenancy agreement; (**Section 8**)
* a copy of the consent given by the other party under the tenancy as required under section 18(2)(a) of the 2006 Act; (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the landlord or tenant or a representative of the landlord or tenant. (**Section 9**)

**RULE 49: Application to order a person to cease obstructing a person from complying with the repairing standard**

**Applicant:** “the obstructed person”

 **Information to be completed on the application:**

* the name and address of the obstructed person; (**Section 1**)
* the name, address and profession of any representative of the obstructed person; (**Section 2**)
* the name and address of the obstructing person (where known); (**Section 3**)
* the details of the actions being obstructed and the nature of the obstruction; (**Section 7(b)**)
* the details of actions which the obstructed person is required, authorised or entitled to do(**Section 7(b)**)

**Applicant Signature Required:**

* must be signed and dated by the obstructed person or a representative of the obstructed person (**Section 9**)

**RULE 59: Application to appeal the decision of a landlord in relation to adapting a rented house for a disabled person or carrying out work to improve the energy efficiency of the house**

**Applicant:** a tenant

**Information to be completed on the application:**

* the name and address of the tenant; (**Section 1**)
* the name, address and profession of any representative of the tenant; (**Section 2**)
* the name, address and registration number (if any) of the landlord; (**Section 3**)
* details of the works requested by the tenant; (**Section 7(b)**)
* details of the landlord’s decision and reasons for that decision(**Section 7(b)**)

**Applicant Signature Required:**

* must be signed and dated by the tenant or a representative of the tenant. (**Section 9**)

**Housing (Scotland) Act 1988 applications: RULES 66A-69**

**RULE 66A: Application to modify a tenant’s right to shared accommodation**

**Applicant:** a landlord

**Information to be completed on the application:**

* the name, address and registration number (if any) of the landlord; (**Section 1/6**)
* the name, address and profession of any representative of the landlord; (**Section 2**)
* the name and address of the tenant; (**Section 3**)
* the details of the termination of rights or modification proposed; (**Section 7(b)**)

**Documents to be provided with the application:**

This section has no associated Policy Notes

* a copy of the tenancy agreement (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the landlord or tenant or a representative of the landlord or tenant. (**Section 9**)

This section has no associated Policy Notes

**RULE 67: Application to determine removal expenses**

**Applicant:** a landlord or tenant

**Information to be completed on the application:**

* the name, address and registration number (if any) of the landlord; (**Section 1/6**)
* the name, address and profession of any representative of the landlord; (**Section 2**)
* the name and address of the tenant; (**Section 3**)
* the name, address and profession of any representative of the tenant; (**Section 4**)
* the details of the tenant’s claim for expenses, reasons for disagreement and proposals for settlement; (**Section 7(b)**)

**Applicant Signature Required:**

* must be signed and dated by the landlord or tenant or a representative of the landlord or tenant. (**Section 9**)

**RULE 68: Application to provide written tenancy agreement and weekly rent book**

 **Applicant:** a tenant

 **Information to be completed on the application:**

* the name and address of the tenant; (**Section 1**)
* the name, address and registration number (if any) of the landlord; (**Section 3/6**)
* the name, address and profession of any representative of the landlord; (**Section 4**)

**Documents to be provided with the application:**

This section has no associated Policy Notes

* a copy of the rent book, written tenancy agreement or similar document (if available) or, if this is not available, as much information about the tenancy as the tenant can give; (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the tenant or a representative of the tenant. (**Section 9**)

**RULE 69: Application for damages for unlawful eviction**

 **Applicant:** a former residential occupier

 **Information to be completed on the application:**

* the name and address of the former residential occupier; (**Section 1**)
* the name, address and profession of any representative of the former residential occupier; (**Section 2**)
* the name and address and registration number (if any) of the landlord; (**Section 3/6**)
* the details of the amount of damages sought based on section 37 of the 1988 Act in respect of the loss of the right to occupy the premises; (**Section 7(b)**)

**Applicant Signature Required:**

* must be signed and dated by the former residential occupier or a representative of the former residential occupier. (**Section 9**)

This section has no associated Policy Notes

**Rent (Scotland) Act 1984 applications: RULES 75, 76, 78, 80-90**

**RULE 75: Application to determine the statutory tenant after the death of a protected tenant**

**Applicant:** a person

**Information to be completed on the application:**

* the name and address of the person; (**Section 1**)
* the name, address and profession of any representative of the person; (**Section 2**)
* the name and address and registration number (if any) of the landlord; (**Section 3/6**)
* the name and date of death of the deceased former tenant; (**Section 7(b)**)
* the names and addresses of all persons related to the deceased former tenant who lived in the house for at least 6 months prior to the death of the deceased former tenant; (**Section 7(b)**)

 **Documents to be provided with the application:**

* a copy of the protected tenancy agreement (if available) or, if this is not available, as much information about the tenancy as the person can give; (**Section 8**)
* a copy of the notice of termination (if available); (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the person or a representative of the person. (**Section 9**)

**RULE 76: Application for the apportionment of the rateable value in relation to a protected tenancy**

**Applicant: an owner**

**Information to be completed on the application:**

* the name and address of the owner; (**Section 1**)
* the name, address and profession of any representative of the owner; (**Section 2**)
* the name and address of the local authority; (**Section 3**)

**Documents to be provided with the application:**

* representations relating to the apportionment of the rateable value; (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the owner or a representative of the owner. (**Section 9**)

**RULE 78: Application for compensation for misrepresentation or concealment by landlord**

**Applicant:** a former tenant

**Information to be completed on the application:**

* the name and address of the former tenant; (**Section 1**)
* the name, address and profession of any representative of the former tenant; (**Section 2**)
* the name and address and registration number(if any) of the landlord; (**Section 3/6**)

**Documents to be provided with the application:**

* evidence of misrepresentation on the part of the landlord; (**Section 8**)
* (ii)a copy of the order for possession; (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the former tenant or a representative of the former tenant. (**Section 9**)

**RULE 80: Application to adjust recoverable rent**

**Applicant:** a landlord or tenant

**Information to be completed on the application:**

* the name, address and registration number (if any) of the landlord; (**Section 1/3/6**)
* the name, address and profession of any representative of the landlord; (**Section 2/4**)
* the name and address of the tenant; (**Section 1/3**)
* the name, address and profession of any representative of the tenant; (**Section 2/4**)

**Documents to be provided with the application:**

* a copy of the tenancy agreement (if available) or, if this is not available, as much information about the tenancy as the landlord or tenant can give; (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the landlord or tenant or a representative of the landlord or tenant. (**Section 9**)

**RULE 81: Application to amend a rent increase notice**

**Applicant:** a landlord

 **Information to be completed on the application:**

* the name, address and registration number (if any) of the landlord; (**Section 1/6**)
* the name, address and profession of any representative of the landlord; (**Section 2**)
* the name and address of the tenant; (**Section 3**)
* the reasons for seeking amendment to the notice of increase(**Section 7(b)**)

**Documents to be provided with the application:**

* a copy of the rent increase notice; (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the landlord or a representative of the landlord. (**Section 9**)

**RULE 82: Application to rectify a rent book after determination of recoverable rent**

**Applicant:** a tenant

 **Information to be completed on the application:**

* the name and address of the tenant; (**Section 1**)
* the name, address and profession of any representative of the tenant; (**Section 2**)
* the name, address and registration number (if any) of the landlord; (**Section 3/6**)

**Documents to be provided with the application:**

* a copy of the record of determination of recoverable rent; (**Section 8**)
* a copy of the rent book or similar document; (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the tenant or a representative of the tenant. (**Section 9**)

**RULE 83: Application to determine the rent limit**

**Applicant:** a landlord or tenant

**Information to be completed on the application:**

* the name, address and registration number (if any) of the landlord; (**Section 1/3/6**)
* the name, address and profession of any representative of the landlord; (**Section 2/4**)
* the name and address of the tenant; (**Section 1/3**)
* the name, address and profession of any representative of the tenant; (**Section 2/4**)

**Documents to be provided with the application:**

* copies of the relevant tenancy or lease agreements (if available) or, if this is not available, as much information about the tenancy as the landlord or tenant can give; (**Section 8**)
* (ii)copies of the relevant rent adjustment notices (if available) (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the landlord or tenant or a representative of the landlord or tenant. (**Section 9**)

**RULE 84: Application for apportionment of the rateable value in relation to a Part VII contract**

**Applicant:** a lessor or lessee

 **Information to be completed on the application:**

* the name, address and registration number (if any) of the lessor; (**Section 1/3/6**)
* the name, address and profession of any representative of the lessor; (**Section 2/4**)
* the name and address of the lessee; (**Section 1/3**)
* the name, address and profession of any representative of the lessee; (**Section 2/4**)

**Documents to be provided with the application:**

* representations relating to the apportionment of the rateable value (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the lessor or lessee or a representative of the lessor or lessee. (**Section 9**)

**RULE 85: Application to reduce the period of a notice to quit**

**Applicant:** a lessor

 **Information to be completed on the application:**

* the name, address and registration number (if any) of the lessor; (**Section 1/6**)
* the name, address and profession of any representative of the lessor; (**Section 2**)
* the name and address of the lessee; (**Section 3**)
* the paragraph of section 74(2) of the 1984 Act relating to the lessee’s default; (**Section 7(b)**)

**Documents to be provided with the application:**

* evidence of the lessee’s default (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the lessor or a representative of the lessor. (**Section 9**)

**RULE 86: Application to postpone the date of possession in relation to Part VII contracts**

**Applicant:** a lessee

 **Information to be completed on the application:**

* the name, address and registration number (if any) of the lessor; (**Section 3/6**)
* the name, address and profession of any representative of the lessor; (**Section 4**)
* the name and address of the lessee; and(**Section 1**)
* the reasons for the postponement of the date of possession(**Section 7(b)**)

**Applicant Signature Required:**

* must be signed and dated by the lessee or a representative of the lessee. (**Section 9**)

**RULE 87: Application to recover unlawful premiums and loans**

**Applicant:** a person

 **Information to be completed on the application:**

* the name and address of the person; (**Section 1**)
* the name, address and profession of any representative of the person; (**Section 2**)
* the name, address and registration number (if any) of the landlord (**Section 3/6**)

**Documents to be provided with the application:**

* a copy of the premium or loan agreement (if available); (**Section 8**)
* evidence of an unlawful payment to be recovered; (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the person or a representative of the person. (**Section 9**)

**RULE 88: Application to modify a tenant’s right to shared accommodation**

**Applicant:** a landlord

 **Information to be completed on the application:**

* the name, address and registration number (if any) of the landlord; (**Section 1/6**)
* the name, address and profession of any representative of the landlord; (**Section 2**)
* the name and address of the tenant; (**Section 3**)
* the details of the termination of rights or modification proposed; (**Section 7(b)**)

**Documents to be provided with the application:**

* a copy of the occupancy agreement or, if this is not available, as much information about the occupancy as the landlord can give (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the landlord or a representative of the landlord. (**Section 9**)

**RULE 89: Application to alter the amount of rent where the right to shared accommodation is modified**

**Applicant:** a landlord or tenant

 **Information to be completed on the application:**

* the name, address and registration number (if any) of the landlord; (**Section 1/3/6**)
* the name, address and profession of any representative of the landlord; (**Section 2/4**)
* the name and address of the tenant; (**Section 1/3**)
* the name, address and profession of any representative of the tenant; (**Section 2/4**)
* the details of the change in circumstances or increase in rent (**Section 7(b)**)

**Applicant Signature Required:**

* must be signed and dated by the landlord or tenant or a representative of the landlord or tenant. (**Section 9**)

**RULE 90:**  **Application to determine the application of the 1984 Act**

**Applicant:** a landlord or tenant

 **Information to be completed on the application:**

* the name, address and registration number (if any) of the landlord; (**Section 1/3/6**)
* the name, address and profession of any representative of the landlord; (**Section 2/4**)
* the name and address of the tenant; (**Section 1/3**)
* the name, address and profession of any representative of the tenant; (**Section 2/4**)
* the details of the question regarding the application of the 1984 Act; (**Section 7(b)**)

**Applicant Signature Required:**

* must be signed and dated by the landlord or tenant or a representative of the landlord or tenant. (**Section 9**)

**Housing (Scotland) Act 2014 (Letting agent applications): RULES 93 & 94**

**RULE 93: Application for extension of time limit to determine application for registration as a letting agent**

**Applicant: The Scottish Ministers**

 **Information to be completed on the application:**

* the address of the Scottish Ministers; (**Section 1**)
* the name, address and profession of any representative of the Scottish Ministers; (**Section 2**)
* the name, address and registration number (if any) of the person applying for registration as a letting agent; (**Section 3/6**)
* the reasons why an extension is sought; (**Section 7(b)**)
* the date of receipt by the Scottish Ministers of the application under section 32 of the 2014 Act (**Section 7(b)**)

**Applicant Signature Required:**

* must be signed and dated by the Scottish Ministers or a representative of the Scottish Ministers. (**Section 9**)

**RULE 94: Application to appeal decision by the Scottish Ministers to refuse to register or removal from register**

**Applicant:** a person

 **Information to be completed on the application:**

* the name, address and letting agent registration number (if any) of the person; (**Section 1/6**)
* the name, address and profession of any representative of the person; (**Section 2**)
* the address of the Scottish Ministers; (**Section 3**)
* the decision of the Scottish Ministers under section 32 (to refuse to enter that person in the register or to renew that person’s existing entry in the register) or under section 39 (to remove that person from the register) of the 2014 Act; (**Section 7(b)/8**)
* the date the person was notified of that decision; (**Section 7(b)**)
* the reasons why a person is appealing the decision of the Scottish Ministers (**Section 7(b)**)

**Applicant Signature Required:**

* must be signed and dated by the person or a representative of the person. (**Section 9**)

**Antisocial Behaviour etc. (Scotland) Act 2004 (Landlord Registration applications): RULES 98-101**

**RULE 98: Application for an extension of time limit to determine application for registration as a landlord**

**Applicant:** the local authority

 **Information to be completed on the application:**

* the name and address of the local authority; (**Section 1**)
* the name, address and profession of any representative of the local authority; (**Section 2**)
* the name, address and registration number (if any) of the person applying for landlord registration; (**Section 3/6**)
* the date of receipt of the application under section 83 of the 2004 Act; (**Section 7(b)**)

**Applicant Signature Required:**

* must be signed and dated by the local authority or a representative of the local authority. (**Section 9**)

**RULE 99: Application to appeal against refusal to register or removal from register**

**Applicant:** a person

**Information to be completed on the application:**

* the name, address and registration number (if any) of the person; (**Section 1/6**)
* the name, address and profession of any representative of the person; (**Section 2**)
* the name and address of the local authority; (**Section 3**)
* the decision of the local authority and the date the person was notified of that decision; (**Section 7(b)/8**)
* the reasons why a person is appealing the decision of the local authority; (**Section 7(b)**)

**Applicant Signature Required:**

* must be signed and dated by the person or a representative of the person. (**Section 9**)

**RULE 100: Application to appeal against a decision of the local authority to serve a notice that no rent is payable**

**Applicant:** a relevant person

**Information to be completed on the application:**

* the name and address of the person; (**Section 1**)
* the name, address and profession of any representative of the person; (**Section 2**)
* the name and address of the local authority (**Section 3**)

**Documents to be provided with the application:**

* a copy of the notification to the person who has the use as a dwelling of the house to which the notice relates as required under section 97(4) of the 2004 Act (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the relevant person or a representative of the relevant person. (**Section 9**)

**RULE 101: Application to revoke a notice that no rent is payable**

**Applicant:** a person

 **Information to be completed on the application:**

* the name and address of the person; (**Section 1**)
* the name, address and profession of any representative of the person; (**Section 2**)
* the name and address of the local authority (**Section 3**)

**Documents to be provided with the application:**

* a copy of the notification to the person who has the use as a dwelling of the house to which the notice relates as required under section 97(4) of the 2004 Act (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the relevant person or a representative of the relevant person. (**Section 9**)

**Tenancy Deposit Schemes (Scotland) Regulations 2011 applications: RULE 103**

**RULE 103: Application for order for payment where landlord has failed to carry out duties in relation to tenancy deposits**

**Applicant:** a tenant or former tenant

**Information to be completed on the application:**

* the name and address of the tenant or former tenant; (**Section 1**)
* the name, address and profession of any representative of the tenant or former tenant; (**Section 2**)
* the name, address and registration number (if any) of the landlord (**Section 3/6**)

**Documents to be provided with the application:**

* a copy of the tenancy agreement (if available) or, if this is not available, as much information about the tenancy as the tenant or former tenant can give (**Section 8**)
* evidence of the date of the end of the tenancy (if available) (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the tenant or former tenant or a representative of the tenant or former tenant. (**Section 9**)

**Private Housing (Tenancies) (Scotland) Act 2016 applications: RULE 110**

**RULE 110: Application for a wrongful termination order**

**Applicant:** a former tenant

 **Information to be completed on the application:**

* the name and address of the former tenant; (**Section 1**)
* the name, address and profession of any representative of the former tenant; (**Section 2**)
* the name, address and registration number (if any) of the former landlord; (**Section 3/6**)

**Documents to be provided with the application:**

* evidence showing that the tenancy was unlawfully terminated (**Section 8**)

**Applicant Signature Required:**

* must be signed and dated by the former tenant or a representative of the former tenant. (**Section 9**)
1. <http://www.legislation.gov.uk/ssi/2017/328/schedule/paragraph/9/made> [↑](#footnote-ref-1)