

Housing and Property Chamber

First-tier Tribunal for Scotland



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FORM J

Application by a tenant, landlord or Scottish Ministers to enforce the Letting Agent Code of Practice

This application is made in terms of **Section 48** of **The Housing (Scotland) Act 2014** (“the **2014 Act**”) and **Rule 95** 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 J** (“the **Notes**”) which accompanies this form, to ensure that you are providing the correct information at each section. If you do not provide the required information, the application **MAY NOT** be accepted and may be returned to you.

PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS AND BLACK INK

1. APPLICANT DETAILS

a Applicant is the*	Tenant <input type="checkbox"/>	Landlord <input type="checkbox"/>	Scottish Ministers <input type="checkbox"/>
b Company/organisation name	<input type="text"/>		
c Title (e.g. Mr, Mrs, Miss, Ms)	<input type="text"/>		
d First name	<input type="text"/>		
e Last name	<input type="text"/>		
f Contact address	<input type="text"/> <input type="text"/> <input type="text"/>		
g Contact telephone number	<input type="text"/>		
h Contact email address	<input type="text"/>		

**In terms of the Housing (Scotland) Act 2014 Section 48(9):*

tenant includes a person who has entered into an agreement to let a house, and a former tenant; and

landlord includes a former landlord

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. ADDRESS OF THE PROPERTY

If the breach of the code of practice relates to a specific let property, please confirm this below and give the address of the property, if applicable.

Not applicable Same as Applicant address Other (please specify address below)

4. LETTING AGENT DETAILS

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

h. Letting Agent Registration Number

5. LETTING AGENT REPRESENTATIVE DETAILS

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

6. COMPLAINT DETAILS (continued)

c) Please read Section 5(c) of the Notes and set out below details of any loss you have suffered as a result of the failure to comply:

d) Please read Section 5(d) of the Notes and set out below details of the steps you think the letting agent needs to take to rectify the failure to comply:

7. 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:

a copy of the notification to the letting agent of the failure to comply

evidence of service of the notification on the letting agent

8. 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 1(e) of the UK 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 send copies of any application, attachments, correspondence and representations 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. 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/9/made>

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

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