



**Decision with Statement of Reasons of the First-tier Tribunal for Scotland (Housing and Property Chamber) under Rule 8(1)(c) of the First-tier Tribunal for Scotland (Housing and Property Chamber) Rules of Procedure 2017 (“the Rules”)**

**Chamber Ref: FTS/HPC/CV/25/4863**

**Re: Property at 1/4 185 Strathmartine Road, Dundee, DD3 8BL (“the Property”)**

**Parties:**

**Miss Jane Crawford, 31 Dalhousie Street, Carnoustie, Angus, DD7 6HE (“the Applicant”)**

**Tribunal Members: Ruth O’Hare, Legal Member with delegated powers from the Chamber President**

**Decision**

The Legal Member determined there is good reason to believe that it would not be appropriate to accept this application received by it on 12 November 2025.

The Legal Member therefore rejects the application under Rule 8(1)(c) of the Rules.

**Background**

- 1 This is an application under rule 111 of the Rules and section 71 of the Private Housing (Tenancies (Scotland) Act 2016. The Applicant sought a payment order in relation to rent arrears arising from a private residential tenancy. The application was submitted on the Applicant’s behalf by their representative, Direct Lettings Scotland Ltd.
- 2 In terms of Rule 5(2) of the Rules, a Legal Member of the Tribunal with delegated powers from the Chamber President reviewed the application to assess whether it had been lodged in the required manner.
- 3 Following said review, the Tribunal wrote to the Applicant’s representative by email on 2 December 2025 requesting a rent statement and an address for the respondent.

- 4 The Applicant's representative did not respond to the Tribunal's email of 2 December 2025. On 13 January 2026 the Tribunal sent a reminder to the Applicant's representative requesting a response no later than 3 February 2026, failing which the application may be rejected.
- 5 The Tribunal has received no response from neither the Applicant nor their representative as at the date of this decision.

### **Reasons for decision**

- 6 The Legal Member considered the mandatory requirements for an application under rule 111:-

*"Where a person makes any other application to the First-tier Tribunal by virtue of section 71(1) (First-tier Tribunal's jurisdiction) of the 2016 Act, the application must*

*(a) state—*

- (i) the name and address of the person;*
- (ii) the name and address of any other party; and*
- (iii) the reason for making the application;*

*(b) be accompanied by—*

- (i) evidence to support the application; and*
- (ii) a copy of any relevant document; and*
- (c) be signed and dated by the person."*

- 7 The Applicant has failed to provide all information required for an application under rule 111 of the Rules. She has not provided an address for the other party, nor has she submitted evidence to support the application in the form of a rent statement.
- 8 In terms of rule 5(3) of the Rules, the Chamber President or another member of the Tribunal under the delegated powers of the Chamber President, may request further documents if it is determined that an application has not be lodged in the prescribed manner. The Tribunal has written to the Applicant's representative on two occasions requesting the aforementioned information. The Applicant has accordingly been given the opportunity to address the outstanding matters.
- 9 Rule 8(1)(c) states that an application must be rejected if the Tribunal has "*good reason to believe that it would not be appropriate to accept the application*". The Legal Member has concluded that it would not be appropriate to accept this application for the above reasons.

### **Right of Appeal**

**In terms of Section 46 of the Tribunal (Scotland) Act 2014, a party aggrieved by the decision of the Tribunal may appeal to the Upper Tribunal for Scotland on a point of law only. Before an appeal can be made to the Upper Tribunal, the party must first seek permission to appeal from the First-tier Tribunal. That**

party must seek permission to appeal within 30 days of the date the decision was sent to them.

Ruth O'Hare

18 February 2026

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Legal Member/Chair

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Date