Housing and Property Chamber
First-tier Tribunal for Scotland

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FORM F

Application for civil proceedings in relation to matters associated with tenancies and occupancy agreements under the following Acts:

Rent (Scotland) Act 1984 (Regulated tenancies and occupancy agreements entered into prior to 2 January 1989)

Housing (Scotland) Act 1988 (Assured and Short Assured tenancies and occupancy agreements entered into from 2 Jan 1989 – 30 November 2017)

Private Housing (Tenancies) (Scotland) Act 2016 (New Private Residential Tenancies entered into on or after 1 December 2017)

Reference to Rule numbers in this form refer to the **The First-tier Tribunal for Scotland Housing and Property Chamber (Procedure) Regulations 2017 ("the Chamber Rules")**.

Please refer to the separate document **Notes on Completing Form F ("the Notes")** which accompanies this form, to ensure that you are providing the required information at each section. If you do not provide the required 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. APPLICATION DETAILS

Please read **the Notes** and then state the Rule under which you are applying:

(a) Rule number:

Please set out in the boxes below:

(b) Reasons for Making the Application

(c) - Details of the order being sought from the Tribunal - for example details of the amount of any payment order, or details of what you want the respondent to do or not to do

6. REQUIRED DOCUMENTS

Please read **the Notes** and give details below of the evidence and documentation you are including with your application**:**

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 1(e) of the General Data Protection Regulation[1].

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 legislation[2] 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 legislation[3] 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 website[4].

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