



Decision and statement of Reasons of the First Tier Tribunal (Housing and Property Chamber)

Under Rule 8 of the First Tier Tribunal for Scotland Housing and Property Chamber Rules of Procedure 2017 ‘the Rules’.

In respect of application by Miss Rebecca Nohemi Mantilla Ramirez in terms of rule 111 of the Rules.

Case reference FTS/HPC/CV/26/2923

At Glasgow on the 5 August 2026, Lesley Anne Ward, legal member of the First –Tier Tribunal ‘the Tribunal’ with delegated powers of the Chamber President, rejected the above application in terms of Rule 8(1) (c) of the Rules

1. This is an application by Miss Rebecca Nohemi Mantilla Ramirez in terms of rule 111 of the Rules. The Application was dated 23 June 2026 and received by the tribunal on 25 June 2026.
2. The inhouse convenor reviewed the application and the Tribunal wrote to the applicant on 25 June 2026 seeking further information as follows:

A Legal Member of the Tribunal with delegated powers of the President has considered your application.

Your application has been registered under Rule 111 – a civil application arising out of the tenancy. If you wish to make an application under Rule 103 for a breach of the tenancy deposit regulations you must submit a separate application under Rule 103 using form G. With this separate application you will require to provide:

1. A copy of the tenancy agreement
2. Evidence of the end of the tenancy and confirmation of the end date. There are various dates in June mentioned in the documents you have lodged.
3. The correct respondents must be named. You cannot make the application against the letting agent. The owners and registered landlords appear to be Archibald and Angela McArthur with a possible contact address of 78 Gilmore Place, Edinburgh

Please confirm if you intend to lodge a Rule 103 application and do so without delay. You should note that an application under Rule 103 must be lodged with all required information and documents no later than 3 months after the tenancy has ended.

For the present application (CV/26/2923) under Rule 111 you must provide the following

- (1). An amended application which names the correct Respondents and provides their address and does not make any reference to Rule 103 or the tenancy deposit regulations
- (2). A copy of the tenancy agreement.
- (3) Full details of your claim, the sum sought, the legal basis and a breakdown of each aspect of your claim
- (4) Evidence and vouchers for any losses you have sustained which are included in your claim. You may wish to take legal advice on these matters. Please reply to this office with the necessary information by 9 July 2026. If we do not hear from you within this time, the President may decide to reject the application.

3. No reply has been received.

4. The Tribunal President is obliged to reject an application in terms of Rule 8(c) if they have good reason to believe that it would not be appropriate to accept it. As things stand basic information to enable the application to proceed has not been provided. The applicant has had several weeks to provide the requested information and has failed to do so. I therefore have good reason to consider that it would not be appropriate to accept this application as it is incomplete and the applicant has failed to cooperate with the Tribunal in the execution of its duties.

NOTE: What you should do now.

If you accept this decision there is no need to reply.

If you disagree with this decision you should note the following:

An Applicant aggrieved by this decision of the Chamber President or any legal member acting under delegated powers 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 seek permission to appeal within 30 days of the date the decision was sent them. Information about the appeal procedure can be forwarded on request.

Lesley Anne Ward

Legal Member