

Glasgow Tribunals Centre

20 York Street

GLASGOW

G2 8GT

**NOTES ON COMPLETING FORM K**

www.housingandpropertychamber.scot

0141 302 5900

**Prescribed Property Costs Application by a tenant or landlord to appeal a prescribed property costs order made by the Rent Officer:**

1. **APPLICANT DETAILS**

The details of the applicant or applicants should be entered in Section 1. This form is only for use by a tenant or a landlord.

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**

In this section, you should give the details of the other party or parties who is/are to be the respondent(s) to the application. If the application is from the tenant(s), the respondent would be the landlord(s). If the application is from the landlord(s), the respondent would be the tenant(s).

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. ADDRESS OF THE PROPERTY TO WHICH THE APPLICATION RELATES**

In this section, you should give the address of the property that the tenancy agreement between the parties relates to.

**5. LANDLORD REGISTRATION DETAILS**

The Rules require that the landlord’s **registration number** is included when an application is submitted. You should complete the appropriate box to indicate which party is the landlord, and write their registration number in the space provided.

**6. REQUIRED DOCUMENTS**

There are two required documents that **must be included with every application**, and these are:

* A copy of the rent officer’s order (the prescribed property cost order)
* A copy of the notice given by the landlord to the tenant upon which the referral to the rent officer was based

And if you are the landlord you **must also include**:

* a copy of the application made by you to the rent officer under section 24E(1) of the Housing (Scotland) Act t or, as the case may be, section 33A(1) of the Private Housing (Tenancies) (Scotland) Act 2016,

You should confirm by ticking the boxes that you are providing these required documents.

An application will not be accepted if these documents are not provided.

**7. SIGNATURE**

The application form should be signed and dated by the applicant(s) or their representative.