

The following notes are a step by step guide to completing form N119.

Top right hand box Insert Name of Court, the court will complete Claim No, insert Name of Claimant/s and Name of Defendant/s.

1. Insert the address and post code of the property as detailed as on the tenancy agreement.
2. Give names of who you think is in the property. Do not worry if this is not accurate. It will not affect your case. However it must be filled in to the best of your belief.

About the tenancy

3(a) Normally you would put here that it is let under an 'Assured Shorthold Tenancy' and the date the tenancy began.

3(b) Insert the amount of rent and how often it is contracted to be paid under the tenancy agreement.

3(c) Insert the same daily rent amount you put on the Section 8 notice.

4(a) Delete 'Details are set out below'. Leave in 'Details are shown on the attached rent statement'. In the space write "Please see EXHIBIT A". Exhibit A will be the attached rent statement.

It is important that approximately 10 days before the Court hearing you prepare and file a Witness Statement giving an up to date position as to whether or not the tenants remain in the property, what the current arrears are and whether any offers have been made by the tenant with regard thereto. A copy should be filed in Court quoting the case number and a copy sent first class to the tenant. This Witness Statement will be before the Judge and will need to be relied upon at the hearing of the matter.

UPDATE THAT STATEMENT TO WHAT THE POSITION WILL BE AT THE DATE OF THE HEARING, SENDING A COPY TO THE COURT QUOTING THE CASE NUMBER YOU WILL BY THEN HAVE, AND A COPY TO THE TENANT.

4(b) Put N/A

4(c) Put N/A

5. Insert how many phone calls, letters, emails, text messages and visits you have made to try to resolve the matter. No need to attach them to the court papers but have copies where possible for the hearing.

6. Delete (notice to quit) (notice of breach of lease) (notice seeking a demotion order) (other....) and leave in (notice seeking possession). Insert the date you served the Section 8 notice.

About the defendant

7. Put "Nothing known" unless the tenant is trashing the place or is in receipt of Housing Benefit which is not coming your way.

About the claimant

8. Put “Nothing Relevant” unless you are having problems paying your mortgage because you are not getting your rent.

Forfeiture

9. Most landlords do have a mortgage. In that case delete paragraph (a) and insert the lenders details at paragraph (b). You are also supposed to send the lender a copy of the court papers. If you are lucky enough to have no mortgage then delete paragraph (b).

What the court is being asked to do

10. Delete paragraphs (a) to (d) as appropriate.

11. Tick as appropriate.

Demotion / Suspension claim

12 to 15 - Delete in entirety.

Statement of truth

Complete the statement of truth.

Send the papers with the required number of copies to the County Court with a cheque for the Court fee. Please note that you must also attach to the Form N119 (Particulars) a copy of the Tenancy Agreement, Section 8/Section 21 notice and arrears of rent schedule. The originals should not be sent to Court but should be retained and taken to the hearing with you.

Do not forward the papers to the Court until the day after the Section 8 notice has expired. The Court will then notify you of the hearing date. The Landlord or Solicitor will need to attend the Court.

PLEASE CONTACT THE RLA HELPDESK FOR ADVICE IF YOUR TENANCY IS NOT AN ASSURED SHORTHOLD OR YOUR CLAIM FOR POSSESSION IS BASED ON SOME OTHER GROUND.