

Private Rented Housing Panel

Europa Building

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Form A

Applications to the Private Rented Housing Panel

Repairing Standard Complaint

Section 22(1) or Section 22(1A) of the Housing (Scotland) Act 2006

This application form should be completed if you wish the Private Rented Housing Panel to consider whether a landlord has failed in his duty under section 14(1) to meet the Repairing Standard. Before the President can make a decision on your application you must notify the landlord of the work required to be done.

There is guidance on our website relating to completing the application form and the procedures of the PRHP. We recommend that you read this guidance before completing this application form.

The guidance should assist you in making your application, completing this form and with understanding the procedure relating to your application and the types of complaints PRHP can deal with. If you require these guides in hard copy, then please contact us.

Fill in this form in black ink, block capitals and by ticking any boxes that apply. Remember that the landlord will be sent a copy of this form.

When we initially receive your application, and before the President decides if it is a valid application, we will send you a reference number which you should quote whenever you contact us.

If any information you give in this form changes, you must immediately give us written details of the change.

We aim to treat you politely and with care. In return we expect you to be polite to our staff.

1. Type of application

Please select either A or B below to confirm the party who is making the application:

(A) I am the tenant/tenant's representative
(application made under Section 22(1)) **(Please Continue from part 3)**

(B) I am the Third Party (Local Authority)
(application made under Section 22(1A)) **(Please Continue from part 2)**

2. Details of the third party (if applicable)

a Local authority	<input type="text"/>
b Department name	<input type="text"/>
c Title (Mr, Mrs, Miss, Ms)*	<input type="text"/>
d First name*	<input type="text"/>
e Last name*	<input type="text"/>
f Address and postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
g Telephone number	<input type="text"/>
h Email address	<input type="text"/>
i Reference	<input type="text"/>
j Have you notified the tenant of your intention to make this application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
k Does the tenant wish to be treated as a party to the application?	Yes <input type="checkbox"/> No <input type="checkbox"/>

*Please provide a suitable contact person within the department for correspondence to be directed to.

3. Details of the rented property

a Address and postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
b Local authority	<input type="text"/>

4. Details of the tenant

a Title (Mr, Mrs, Miss, Ms)	<input type="text"/>
b First name	<input type="text"/>
c Last name	<input type="text"/>
d Address and postcode (if different from details in Section 3)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
e Daytime telephone number	<input type="text"/>
f Email address	<input type="text"/>

5. Details of the tenant's representative

The tenant can use the services of a representative (such as a family member or friend, Shelter, Citizens Advice, law clinic or a solicitor).

a Is a representative helping the tenant with this application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(If No, go to part 6)
b Company/organisation name*	<input type="text"/>		
c Title (Mr, Mrs, Miss, Ms)	<input type="text"/>		
d First name	<input type="text"/>		
e Last name	<input type="text"/>		
f Address and postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
g Telephone number	<input type="text"/>		
h Email address	<input type="text"/>		
i Representative's profession	<input type="text"/>		
j Do you want us to deal directly with the representative?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

*Optional

6. Details of the landlord

Please note that the landlord is generally the owner of the property, which may differ from the landlord's representative (such as a letting agent or solicitor).

a Company/organisation name*

b Title (Mr, Mrs, Miss, Ms)

d First name

d Last name

e Address and postcode

f Telephone number

g Email address

h Landlord's registration number
(if known)

*Optional

7. Details of the landlord's representative

a Company/organisation name

b Title (Mr, Mrs, Miss, Ms)*

c First name*

d Last name*

e Address and postcode

f Telephone number

g Email address

h Representative's profession

*Optional

8. Details of the complaint

- a** Please provide a copy of the lease, tenancy agreement or rent book, if available. If you cannot, please give as much information about the tenancy as you can on a separate sheet of paper clearly headed with your name and the property address.
- b** Please attach to the application a copy of the notification to the landlord of the work required, and any subsequent correspondence relating to the notification. **This application will not be valid and will not be progressed until you have notified the landlord of the work required to be done.**
- c** Please indicate from the following list which element(s) of the Repairing Standard you think the landlord has not complied with:

The house is wind and watertight and in all other respects reasonably fit for human habitation.

The structure and exterior of the house (including drains, gutters and external pipes) are in a reasonable state of repair and in proper working order.

The installations in the house for the supply of water, gas and electricity and for sanitation, space heating and heating water are in a reasonable state of repair and in proper working order.*

Any fixtures, fittings and appliances provided by the landlord under the tenancy are in a reasonable state of repair and in proper working order.*

Any furnishings provided by the landlord under the tenancy are capable of being used safely for the purpose for which they are designed.

The house has satisfactory provision for detecting fires and for giving warning in the event of fire or suspected fire.*

The house has satisfactory provision for giving warning if carbon monoxide is present in a concentration that is hazardous to health.*

Please list details of how you consider the landlord has failed to meet the Repairing Standard:

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Please continue on a separate sheet if necessary, clearly marked at the top with your name and the property address.

*Please refer to the statutory guidance relating to [electrical safety](#), [smoke alarms](#) and [carbon monoxide](#) detection available on our website which may help you determine if you have a complaint under these sections.

9. Nature of the work which needs to be done

Please list details of the work needed below. Please make sure that this list includes only the complaints listed in the notification to the landlord or landlord's agents.

Please continue on a separate sheet if necessary, clearly marked at the top with your name and the property address.

10. Signature

Subject to the following declaration, we will store and process the information you provide in line with the Data Protection Act 1988. Under the Act you can ask to see all the information we have about you.

In order to process your complaint, prhp may need to contact other relevant organisations and we may require to write to obtain reports from relevant specialists. In terms of the legislation which governs the application process, we will require to send copies of any application, attachments, correspondence and representations to the Landlord complained about. Do you authorise prhp to disclose information received from you relating to the complaint and to send copies of any documents to the Landlord, any other party to the proceedings or their representatives, relevant organisation or any specialist who is asked to provide a report?

Yes No

Please note if you are unwilling to let us disclose information or obtain further details, then we will be unable to process your application. Please also note that legislation requires prhp to make any committee decisions and statements of reasons publically available.

Your/Your representative's signature

Required Attachments to Application

Tick each box to indicate that you have attached the relevant form:

Lease, tenancy agreement or rent book, if available, or as much information about the tenancy as possible

Copy of the notification to the landlord or landlord's agent of the work required (eg email/recorded delivery receipt/written acknowledgement of receipt from landlord/landlord's representative), and any subsequent correspondence relating to the notification