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# Application Form (RTM 1)

# Chapter 1 of Part 2 of The Commonhold and Leasehold Reform Act 2002

## Application relating to Right to Manage Companies

**It is important that you read the notes below carefully before you complete this form.**

**Please write clearly in BLACK ink and tick boxes where appropriate.**

**This application form is also available in Welsh. Please contact the tribunal for a Welsh version of this form.**

The Right to Manage (RTM) is a right for tenants of flats to take over the management of a property from the landlord without the need to show fault on the part of the landlord or any manager.

This is the correct form to use if you want to make any of the applications listed in Annex 1. Please place a tick against the application you are making.

### Documents

You must send the following documents (“required documents”) with this application:

* a copy of the RTM Company Certificate of Incorporation
* a copy of the Articles of Association of the RTM Company
* the additional document(s) listed in Annex 1

Failure to send any required document(s) might make the application invalid.

Please do not send any other documents at this time. If and when further documents, information or evidence are needed, you will be asked to send them separately.

The tribunal will receive applications by email to [rpt@gov.wales](mailto:rpt@gov.wales) or in hard copy by post.

Please send the completed application form and specified documents to:

**Residential Property Tribunal**

**Oak House**

**Cleppa Park**

**Celtic Springs**

**Newport**

**NP10 8BD**

### Note to Applicants

Applicants are advised that any information that they provide to the Tribunal may be recorded in a decision document. All decisions made by the Tribunal are open to the public.

RPT welcomes correspondence and phone calls in Welsh and English. This includes submitting forms, documents and written representations to the Tribunal.

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| 1. **1. Language Preference** |  |
| Would you prefer to correspond with us in: | Welsh  English  Both |
| Would you prefer any verbal communication to be in: | Welsh  English  Both |
| Would you prefer to speak Welsh or English at your Tribunal Hearing? | Welsh  English  Both |
| **2. Languages Spoken** |  |
| What languages do you use to communicate?  (Please tick all that apply) | Welsh  English  Other (please state) |
|  | Click or tap here to enter text. |
| 1. **3.** We would like to support the use of the Welsh language in Tribunals. If you can speak Welsh, and have indicated English as your language of choice, is there a specific reason why you have chosen to communicate in English? | (Your answer will not affect the substance of your case in any way) |
| Click or tap here to enter text. |  |

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| 1. Details of the Right to Manage Company | | | | | | | | | | | | |
| Name of RTM Company: | | | | |  | | | | | | |  |
| Company Number: | | | | |  | | | | | | |  |
| Address (*including postcode*): | | | | | |  | | | | | |  |
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|  | Telephone: Day: | |  | | | | Evening: | |  | Mobile |  | |
| Email Address: | |  | | | | | | | | | | |
| Address for correspondence if different: | | | | | | | |  | | | | |
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|  | Representative Details: | | |  | | | | | | | | |
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| 1A. Disclosure of information |
| The Tribunal may copy the application form to other appropriate persons (e.g. other service charge paying leaseholders in the building or development). If you are a leaseholder and do not want your telephone number or email address to be disclosed to other such persons, please omit those details from Box 1 and attach them on a separate sheet.  Please also confirm that you do not want your (a) telephone number (b) email address details disclosed to other persons and confirm that you have supplied these on a separate sheet headed in bold and capital letters; **CONTACT DETAILS NOT TO BE SHARED WITH OTHERS**.  If you are sending in the application form and attachments by PDF, then the contact details not to be shared sheet MUST be sent in a separate attachment. |
| Note:  Where details of a representative have been given, all correspondence and communication will be through them until the Tribunal is notified that they are no longer acting. |

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| 2. Details of Applicant(s) If not RTM Company (If there are multiple applicants please continue on a separate sheet) | | | | | | | | | | | |
| Name: | |  | | | | | | | | |  |
| Address (*including postcode*): | | | | |  | | | | | |  |
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| Address for correspondence (*if different*): | | | | | | |  | | | |  |
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| Telephone: *Day:* | | |  | | | *Evening:* | |  | *Mobile:* |  |  |
| Email address: | | |  | | | | | | | |  |
| Capacity (*e.g. Owner*): | | | | | | |  | | | |  |
| Representative details: | | | |  | | | | | | |  |
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*Where details of representatives have been given, all correspondence and communication will be through them until the tribunal is notified that they are no longer acting for you.*

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| 3. Subject Property Address (including postcode) | | | | |
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| 4. Name and Address of Freeholder (if not given above) | | | | | | | | | | | |
| Name: | |  | | | | | | | | |  |
| Address (*including postcode*): | | | | |  | | | | | |  |
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| Email address: | | |  |  | | | | | | |  |
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| 5. Address Of Any Intermediate Landlord (if not given above) | | | | | | | | | | | | | | | | | |
| Name: | | |  | | | | | | | | | | | | | |  |
| Address (*including postcode*): | | | | | | |  | | | | | | | | | |  |
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| Email address: | | | |  | | | |  | | | | | | | | |  |
|  | | Representative details: | | |  | | |  | | | | | | | | |  |
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| 6. Name and Address of any Manager | | | | | | | | | | | | | | | | | |
| Name: | | |  | | | | | | | | | | | | | |  |
| Address (*including postcode*): | | | | | | |  | | | | | | | | | |  |
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| Address for correspondence (*if different*): | | | | | | | | | |  | | | | | | |  |
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| Email address: | | | | | |  | | | | | | | | | | |  |
|  | Representative details: | | | | |  | | | | | | | | | | |  |
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| 7. Reasons for Your Application (continue on a separate sheet if necessary) | | |
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| 8. Can we deal with your application without a hearing? | | |
| It is possible for your application to be dealt with entirely on the basis of written representations (‘paper determination’) but only if:   * the Tribunal thinks it is appropriate * all parties agree in writing   Even if you agree to a paper determination   * the Tribunal may decide that an oral hearing is necessary * you or any other party may still ask for an oral hearing at any time before the determination is made | | |
| Do you agree to this application being determined without an oral hearing | YES | NO |
| Please ensure that you complete this form in full on the assumption that there will be an oral hearing. | | |

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| 9. Urgency | | |
|  | If you feel that your application should be dealt with urgently, please explain how urgent it is together with your reasons: |  |
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| 10. Availability | | | | |
| If there are any days or dates we must avoid during the next three months please list them here. | | | | |
|  | Dates on which you will **NOT** be available: | | |  |
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| 11. Venue Requirements | | | | |
| Please provide details of any special requirements you or anyone who will be coming with you may have (e.g. wheelchair access, presence of an interpreter). It will assist the Tribunal in making the arrangements if it has been made aware of your needs. | | | | |
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| 12. Statement of Truth | | | | | |
| **I believe that the facts stated in this application are true.** | | | | | |
| Signed: | |  |  | |  |
| Name (IN CAPITALS): | | |  |  |  |
| Capacity (if appropriate) (e.g. Director, Company Secretary): | | | | |  |
| Date: |  | | | |  |
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### Checklist

Please check that:

* you have completed this form IN FULL.
* you have enclosed all the required documents

The Tribunal will not process your application if you have not done so.

**Please contact the Residential Property Tribunal if you have any questions about how to fill in this form or the procedures the Tribunal will use:**

**Telephone: 0300 025 2777**

**Email: rpt@gov.wales**

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| **ANNEX 1: List of applications.** |
| **This list relates solely to matters concerning Applications under Chapter 1 of Part 2 of the Commonhold and Leasehold Reform Act 2002 in relation to the right to manage.**  ***Abbreviations***  RTM = Right To Manage   |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Provisions of Commonhold & Leasehold Reform Act 2002** | **Type of Application**  ***Additional documents required*** | **Tick here** | | 1 | Section 84 (3) | **Application for a determination that on the relevant date the RTM Company was entitled to acquire the Right to Manage**  *A copy of the claim notice and a copy of any counter notice received.* |  | | 2 | Section 85 (2) | Missing/Absent Landlord Application for an order that the RTM Company is to acquire the Right to Manage  *(a) a statement that the requirements of sections 78 and 79 of the Act are fulfilled;*  *(b) a copy of the notice given under section 85(3) of the 2002 Act together with a statement that such notice has been served on all qualifying tenants;*  *(c) a statement describing the circumstances in which the landlord cannot be identified or traced.* |  | | 3 | Section 88 (4) | Costs Application in respect of any question in relation to the amount of any costs payable by a RTM Company |  | | 4 | Section 94 (3) | **Payment of accrued uncommitted service charges**  Application for a determination of the amount of any payment of service charges to be paid under this Section  *An estimate of the amount of the accrued uncommitted service charges.* |  | | 5. | Section 99 (1)(b) | Approvals under long leases Application for a determination as to a grant of an approval under a lease.  *A description of the approval sought and a copy of the relevant lease.* |  | | 6 | Paragraph 5(3) of Schedule 6 | Application for a determination that Chapter 1 of Part 2 of the Act applies where it would otherwise be excluded by paragraph 5(1)(b) of schedule 6. *The date and circumstances in which the right to exercise the right to manage has ceased within the past four years.* |  | |