

## Annex 4

### Application Form to the Residential Property Tribunal for a Rent Repayment Order

You can download the application form (**rro1-eng.doc**) from [http://hmctsformfinder.justice.gov.uk/HMCTS/GetForm.do?court\\_forms\\_id=3075](http://hmctsformfinder.justice.gov.uk/HMCTS/GetForm.do?court_forms_id=3075) alternatively you can telephone 0207 446 7700 to ask for the form.

Most of the questions are straight forward, but please note:

**Question 4:** the **respondent** is your landlord and needs to be the same person or company or other organisation who was found guilty in court or who was required to repay housing benefit money under an RRO made by the Council.

**Question 6:** opt for the paper hearing as you are not charged for this, the FTT can make the decision to change this at any time. Contact the FTT directly to confirm. **If the tribunal decide that a hearing is required, you will have to pay an additional £200 fee.**

**Question 9: Grounds of the Application** you will need to say:

“This application for a rent repayment order follows the {[offence] [conviction] of [respondent’s name] on [date] for running an unlicensed house in multiple occupation} {making of a rent repayment order on [date] requiring [respondent’s name] to repay rent paid as housing benefit paid for accommodation} at [address of house or flat]. Rent amounting to £xxx was paid, by the tenants living at [address], to [respondent’s name] [agent of the respondent Mr/Ms xxxxx] {during the twelve months ending on the date of this application} {during the period between [date twelve months before this application] and [date you moved/landlord changed/licence application was made]}. This amount does not include rent paid for by housing benefits or any provision of services such as meal provision or laundering.”

**Remember you will need to send some of the papers listed in Annex 2 with your application form.**