

Rent Tribunal Appeal Form

Official Use only	
Case Number	
Date received	

YOU MUST COMPLETE ALL QUESTIONS MARKED WITH *

THERE ARE STRICT TIME LIMITS FOR SUBMITTING AN APPEAL. PLEASE READ BELOW BEFORE FILLING IN THE FORM AND TAKE ADVICE IF YOU ARE UNSURE.

PART A – BEFORE YOU COMPLETE THIS FORM

Appeals must be submitted within **2 months and 2 weeks (10 weeks)** of receiving a rent increase notification.

1 Was this appeal submitted within the required time limit?

- Yes → Please proceed to **Part B**
- No → If **No**, please go to **Part B Point 7** to explain why you were unable to submit your appeal within the required timeframe.

PART B – RENT TRIBUNAL APPEAL FORM

2 Your details

2.1 Title Mr Mrs Miss Ms Mx Dr Other (*Please State*)

*2.2 First name (*or names*)

*2.3 Surname or family name

*2.4 Address (*of residential unit in question*)

Post code

*2.5 Daytime phone number

2.6 Mobile number (*if different*)

*2.7 Email address

2.8 Contact address (*if different to address in 2.4*)

Post code

3 Tenancy Details

*3.1 How often is your rent charged?

- weekly
- monthly
- quarterly
- annually

*3.2 What is your current rent amount? (As per frequency, above.
If the rent increase you are appealing has been applied, please
state the rent before the increase.)

£

4 Details of the rent increase

This section is not mandatory, but the information will help the Rent Tribunal to determine the legitimacy of the rent increase. Please answer to the best of your ability.

*4.1 Date of receipt of the written rent increase notice (if any)

*4.2 What the rent would be after the increase (if unsure, leave blank)

4.3 Rent increase amount (%) (if unsure, leave blank)

*4.4 Date rent was last increased (prior to this increase)

5 What type of premisses do you rent?

*5.1 What is the residential unit's tenure type?

- Qualified private rent
- Social housing rent
- Other (for example: self-contained lodging accommodation)

*5.2 Which of the following property types best describes the residential unit?

- studio/bedsit
- 1-bedroom flat
- 2-bedroom flat
- 3-bedroom flat

- 2-bedroom house
- 3-bedroom house
- 4-bedroom house
- Other (for example: 2-bed bungalow, 1-bed house)

If other, please specify:

***6 Details of Appeal**

For example: if your appeal is that your landlord has proposed an above RPI rent increase because the property has been improved to your benefit and you disagree, you should set out the facts you rely on to support your appeal.

7 Documents to be included with your Appeal

- * A copy of the landlord's notice of rent increase
- * A copy of the tenancy agreement
- If you are unable to provide copies of these documents, please explain why below. Failure to do so may result in your appeal being delayed.

8 Provide the reasons for the late submission

9 Your representative

It is your right to have someone represent you. This may be a legal representative or someone attending on your behalf. Please note, representation is optional.

If someone has agreed to represent you, please fill in the following:

9.1	Name of Representative	<input type="text"/>
9.2	Name of Organisation	<input type="text"/>
9.3	Address	<input type="text"/>
9.4	Phone number	<input type="text"/>
9.5	Email address	<input type="text"/>

10 Interpreter

* Do you require an interpreter? Yes No

If yes, which language?

11 Disability

*Do you have a disability?

Yes No

If yes, it would help us if you could advise us of what assistance, if any, you will need as your appeal progresses through the system, including for any hearings that may be held at tribunal premises.

For example, if you are a wheelchair user, please let us know so that we can support your access to the Tribunal.

If you are hearing impaired, please specify any reasonable adjustments you may need during a hearing.

Data Protection Law

As a 'controller' under the Data Protection (Jersey) Law 2018 we process and hold your information in order to provide public services and meet our statutory obligations. We may not be able to provide you with a service unless we have enough information or your permission to use that information. Below, we explain what we collect; how we will use your information; and what your rights are.

On this form we have collected your personal details and we do this in order to carry out the service you have requested; to monitor and improve our performance; to ensure that we meet our legal obligations; to prevent and detect crime; to process financial transactions including grants or payment of benefits; to allow the statistical analysis of data so we can plan the provision of services; and where necessary, for our law enforcement functions; or to protect individuals from harm or injury.

We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. Please see our published retention schedules for more detail about how long we retain your information. We will not pass any personal data on to anyone outside of the States of Jersey, other than those who either process information on our behalf, or because of a legal requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data. We do not process your information overseas using web services that are hosted outside the European Economic Area. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

You can ask us: to stop processing your information; to correct or amend your information; for a copy of the information, we hold about you. You can also: request that the processing of your personal data is restricted; and withdraw your consent to the processing of your information.

You can complain to us about the way your information is being used by contacting us at dpu@gov.je alternatively you can complain to the Information Commissioner by emailing enquiries@jerseyoic.org.

For our full Privacy Notice please go to our website: www.courts.je/privacy-policies

Please sign and date here:

Signed:

Date:

Please check the following:

1. Read the form and make sure the information given is correct and truthful, and that you have not left out any information which you feel may be relevant to you.
2. Include copies of your rent increase notice and tenancy agreement.
3. Do not attach any other supporting documents to your form. Relevant documents will be requested at a later stage.
4. Keep a copy of your form for your own records.
5. Submit this form to: **The Registrar, Rent Tribunal, First Floor, International House, 41 The Parade, St Helier JE2 3QQ**
6. Digital submissions can be made to the Registrar – **the form must be signed (digital signature accepted)** and all information is completed. **Email address:** renttribunal@courts.je