

Rent Tribunal Response Form

Official Use only	
Case Number	
Date received	

YOU MUST COMPLETE ALL QUESTIONS MARKED WITH *

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

PART A – BEFORE YOU COMPLETE THIS FORM

Responses must be submitted within **21 days** of the date the appeal was sent by the Tribunal Services Office to the respondent, unless there are exceptional circumstances that prevent a respondent from meeting the earlier deadline.

1 Was this response submitted within the required time limit?

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

PART B – RENT TRIBUNAL RESPONSE 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 Daytime phone number

2.5 Mobile number (*if different*)

*2.6 Email address

*2.7 Contact address

Post code

3 Tenancy Details

*3.1 Please confirm the address and postcode of the residential unit in question

Unit address

Post code

*3.2 Has the tenant correctly set out the details of the rent level (before the rent increase)?

Yes

No

If No, please complete the relevant areas:

*3.3 How often do you charge rent?

weekly

monthly

quarterly

annually

*3.4 What is the current rent amount? (As per frequency, above.

If the rent increase that your tenant is appealing has been applied,
please state the rent before the increase.)

£

4 Details of the rent increase

This information will help the Rent Tribunal to determine the legitimacy of the rent increase. Please answer to the best of your ability.

*4.1 Has the tenant correctly set out the details of the rent increase?

Yes

No

If No, please correct the relevant areas:

4.2 Date written rent increase notice was sent (if any)

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

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

4.5 Date rent was last increased (prior to the appealed rent increase)

5 What type of premises is the residential unit?

*5.1 Has the tenant correctly identified the residential unit's tenure type?

Yes

No

- *5.2 If **No**, please specify the residential unit's tenure type.
- Qualified private rent
 - Social housing rent
 - Other (for example: self-contained lodging accommodation)

- *5.3 Has the tenant correctly identified the residential unit's property type?
- Yes
 - No

- *5.4 If No, please specify the property type that 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 response

*6.1 Do you accept or reject the appeal? (Answer accept if you agree that the tenant is correct and has a valid case; answer reject if you do not think the tenant has a valid case)

- Accept
- Reject

*6.2 If **Reject**, please explain why below. **Do not include any supporting documents at this stage.** For example: if your tenant has appealed an above-RPI rent increase that you proposed on the basis that the property has been improved to the tenant's benefit, and you reject the appeal, you should set out the facts you rely on to support your response (i.e., the reasons why the property has been improved to the tenant's benefit and the justification for the rent increase amount proposed).

7 Documents to be included with your Response

- * A copy of the rent increase notice sent to the tenant
- * 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 response 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:

7.1 Name of Representative

7.2 Name of Organisation

7.3 Address

7.4 Phone number

7.5 Email address

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: rentribunal@courts.je