

**Supplementary Evidence Sheet**  
**Property Licensing**  
**You must include this with your RRO**  
**Application Form**



**Supplementary Evidence sheet – 1 ‘Property Licensing’**

*Did you know...*

If you live in a rented house or flat your landlord may need to apply for a property licence. If they have not applied, they may be breaking the law and might be made to repay up to 12 months of backdated rent payments if an application is made to the First-Tier Tribunal (Property Chamber) for a ‘Rent Repayment Order’

*This form will help to ensure that you have all the documents ready in order to make an application to the First-Tier Tribunal (Property Chamber) for a Rent Repayment Order*

**APPLICANT NAME** *Mr/Mrs/Ms/Miss*.....

**CURRENT ADDRESS** *(the address of where you live now)*.....

**CONTACT NUMBER(S)** .....

**PLEASE ANSWER THE FOLLOWING QUESTIONS TO SEE IF YOU ARE ELIGIBLE TO APPLY FOR A RENT REPAYMENT ORDER (‘RRO’)**

**ADDRESS OF PROPERTY RRO APPLICATION RELATES TO** *(If different from the address mentioned above)*

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.....

.....

## SECTION 1

This section is about you, the people you live/lived with and the property you live/lived in. It is important that you give as much detail as possible and also provide any paperwork or documents that will support your answers. *(See attached 'A Tenant's Guide to Rent Repayment Orders' for more information)*

1. I am;

a) a tenant of a private landlord (not a council tenant)      YES                       NO

b) living with 2 other people that I am not related to      YES                       NO

c) living with 4 other people that I am not related to      YES                       NO

d) living in the same property as my landlord      YES                       NO

2. The property I live in is;

a) a shared house      YES                       NO

b) a bedsit      YES                       NO

c) a flat      YES                       NO

d) other      YES                       NO

3. I share amenities (kitchen/bathroom/toilet) with other's who live/lived in my house/flat;

a) Kitchen      YES                       NO

b) Bathroom      YES                       NO

c) WC or toilet      YES                       NO

## SECTION 2

This section is about you & your landlord (or managing agent) and the type of agreement you have/had with them.

1. I lived at the above address; *(Please give actual date(s) from/to)*

**From:** ..... **To:** .....

2. a) My landlords name, address and contact details are;

**Name:** ..... **Tel:** .....

**Address:** .....

b) My Managing Agents name, address and contact details are;

**Name:** ..... **Tel:** .....

**Address:** .....

3. My landlord/Agent gave me;

a) a Tenancy Agreement YES  NO

b) a Lodger agreement YES  NO

c) I don't have a written agreement YES  NO

4. I pay my rent to; *(Please give full name(s) of any person(s) who collect rent payments)*

**Name:** ..... **Tel:** .....

**Address:** .....

5. The amount of rent I pay is;

**Amount: £**.....

6. I pay my rent by;

a) direct debit YES  NO

b) bank transfer YES  NO

c) cash payments YES  NO

d) Housing Benefit/Universal Credit (UC)

YES

NO

If you answered 'YES' to question d) Housing Benefit/UC please contact the Council's Private Sector Housing Team [private.housing@bristol.gov.uk](mailto:private.housing@bristol.gov.uk) or Tenancy Relations [tenancy.relations@bristol.gov.uk](mailto:tenancy.relations@bristol.gov.uk)

7. I pay my rent;

a) every 4 weeks

YES

NO

b) once a month

YES

NO

c) every week

YES

NO

8. I can provide copies of receipts and/or bank statements showing my rent payments;

Date: .....

Date: .....

Date: .....

Date: .....

Date: .....

Date: .....

Date: .....

Date: .....

Date: .....

Date: .....

Date: .....

Date: .....

9. Do you have any other way of proving that you live at the house or flat? This could be mobile phone bills, electricity, gas or water bills or Council Tax letters; (These letters must have your name and the address of the property the RRO relates to)

YES

NO

If you answered YES, please provide details of all documents that you can use to prove you have lived at the property (use separate sheet if necessary);

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.....  
.....  
.....  
.....

A series of horizontal dotted lines spanning the width of the page, providing a template for handwritten notes or text.

### SECTION 3

This section is about the cost of making an application to the First-Tier Tribunal (Property Chamber) for an RRO. The initial fee for an RRO is £100 and this must be paid by cheque *or* postal order and sent with your completed application form.

1. Are you able to pay the £100 application fee? YES  NO

2. If you answered 'YES' to question 1, please give a date when you *will* be able to make the payment;

**Date:** .....

3. Do you have access to funds that could be paid back should your application be successful?

YES  NO

4. Are you currently receiving any financial help such as Housing Benefit or Universal Credit?

YES  NO

If you answered 'YES' to question 4, please click on the following link to the Governments website and a short questionnaire to check your eligibility for help with the cost of this application.

<https://www.gov.uk/get-help-with-court-fees>

## SECTION 4

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### APPLICANT DECLARATION

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This section asks you to confirm the details you have given in your application and to declare that the information you have provided is true to the best of your knowledge. Please note, you are also giving your consent to the following;

- If you have requested a representative from Bristol City Council to act on your behalf in regards to this application. Please note that the Council is **NOT** giving legal advice or acting as your legal representative.
- If your initial RRO application fee of £100 was paid by Bristol City Council, by signing this declaration you are also agreeing to repay the *full amount* should your application for a rent repayment order be successful and the decision made by the First-Tier Tribunal (Property Chamber) is in your favour.
- If the First-Tier Tribunal request a hearing and your fee of £200 was paid by Bristol City Council, by signing this declaration you are also agreeing to repay the full amount should your application for a rent repayment order be successful and the decision made by the First-Tier Tribunal (Property Chamber) is in your favour.
- You agree to pay Bristol City Council should your application for a rent repayment order be successful and the decision made by the First-Tier Tribunal (Property Chamber) is in your favour. The sum of the fee shall be dependent on the number of months' rent awarded by the First-Tier Tribunal. Table of Fees provided below.

Number of months' rent awarded	Fee	VAT	Total fee to be paid to Bristol City Council	Tribunal Application Fee to repay	Tribunal Hearing fee to repay	Max total amount payable to BCC
1	£65	£13	£78	£100	£200	£378
2	£130	£26	£156	£100	£200	£456
3	£195	£39	£234	£100	£200	£534
4	£260	£52	£312	£100	£200	£612
5	£325	£65	£390	£100	£200	£690
6	£390	£78	£468	£100	£200	£768
7	£455	£91	£546	£100	£200	£846
8	£520	£104	£624	£100	£200	£924
9	£585	£117	£702	£100	£200	£1,002
10	£650	£130	£780	£100	£200	£1,080
11	£715	£143	£858	£100	£200	£1,158
12	£780	£156	£936	£100	£200	£1,236

Please be aware that the First-Tier Tribunal can award costs against you in favour of the landlord if it is deemed you or your representative has unreasonably increased costs incurred by another party (sometimes called a 'wasted costs' order) or a party has unreasonably, brought, defended or conducted a case before the tribunal.

**BEFORE SIGNING THIS DECLARATION YOU MUST ENSURE THAT YOU HAVE CHECKED ALL OF YOUR ANSWERS AND THAT YOU ARE ABLE TO PROVIDE THE DOCUMENTS TO SUBMIT WITH YOUR RENT REPAYMENT ORDER APPLICATION**

**APPLICANT**

I, Mr/Mrs/Ms/Miss..... Of

(address).....

Signature:..... Date:..... Phone

number:.....

**OFFICER OF BRISTOL CITY COUNCIL**

Mr/Mrs/Ms/Miss..... Of

Bristol City Council.....

Signature:..... Date:.....



**Authority to Act on Behalf of Tenant(s) in application for a Rent Repayment Order**

I *Mr/Mrs/Ms/Miss* .....

*[Name of tenant]* of

.....

*[Address of tenant]* authorise and give consent to

*Mr/Mrs/Ms/Miss*..... *[Name of*

*representative]* to act on my behalf in the process of applying for a Rent Repayment Order

to reclaim rent paid at .....

*[Address RRO application relates to and where tenant is/was living when the offence was committed].*

I request that those who it may concern provide my representative with all relevant information and to discuss the details of my case including any necessary financial data.

**Signed:**

.....

**Name:**

.....

**Date:** .....