Joint Application for Cancellation of a Registered Rent

This form should be used for a joint application by both landlord and tenant to cancel the rent registered for the premises named in question 1 below where a new rent agreement:

(i) increases the rent under the existing regulated tenancy; OR

(ii) grants a new regulated tenancy at a rent exceeding the rent under the previous tenancy; AND

the tenancy runs for a minimum period of 12 months from the date of application. A copy of the rent agreement must be enclosed with the application.

IMPORTANT: A registered rent cannot be cancelled until at least two years have passed since the effective date of the last registration or confirmation of the rent.

Please type your answers, or use BLOCK LETTERS, and send the form to the Rent Officer.

1 Address of Premises

“Premises” means the property, for example the house, flat or rooms(s) for which the rent is registered.

2 Name of Tenant

Also give the tenant’s address if it is different from the above.

3 Name and Address of Landlord

4 Details of Premises

Say what type of property it is, for example, a house, flat or room(s). If it is a flat or room(s), say what floor or floors it is on.

Give number and type of room(s).

5 Does the tenancy include any other property? YES  NO  Tick one box

Such as garage, or other separate building or land.

If “YES”, give details.

6 Does the tenant share any accommodation:

• with the landlord? YES  NO  Tick one box

If “YES”, give details.

• with any other tenant? YES  NO  Tick one box

If “YES”, give details.

*Form No.10 in the Rent Act 1977 (Forms etc) (Amendment) Regulations 1984
7 Are any services provided under the tenancy?  
Such as cleaning, lighting, heating, hot water or gardening  
YES ☐ NO ☐ Tick one box  
If “YES”, give details

8 Is any furniture provided under the tenancy?  
If “YES”, give details or attach a list to the form

9 When did the tenancy begin?  
If for a fixed term, say how long.

What repairs are the responsibility of:  
• the landlord?

• the tenant?

Give details of the other terms of the tenancy  
(except the rent)

If you have a tenancy agreement attach it or a copy to this form. It will be sent back to you without delay.

10 During the present tenancy:  
• has the tenant* carried out improvements or replaced fixtures, fittings or 
furniture for which he is not responsible under the terms of his tenancy?  
YES ☐ NO ☐ Tick one box  
If “YES”, give details

• is any disrepair or other defect to the property or to any fixtures, fittings 
or furniture due to the tenant* failing to comply with the terms of the tenancy?  
YES ☐ NO ☐ Tick one box  
If “YES”, give details  
* including a former tenant under the present tenancy

11 Has the landlord carried out any major works or improvements  
since the rent was last registered  
YES ☐ NO ☐ Tick one box  
If “YES”, give details

12 We apply for cancellation of a rent for the premises named in paragraph 1 above

Signed ………………………………………………………  Signed ………………………………………………………  
Say whether you are the landlord or the landlord’s agent  Say whether you are the tenant or the tenant’s agent  
Date ………………………………………………………  Date ………………………………………………………  
If signed by agent, name and address of agent …………………………………………………………………………………………………  
The form should be signed by both the landlord (or his agent) and the tenant (or his agent)  
In an application by joint landlords or joint tenants, they should each sign, unless one signs as agent for the rest with their agreement. In such a case he should state that he is acting as agent.