



Leasehold 2

Apply for the appointment of a manager, or to vary or discharge an order appointing a manager

Leaseholders can apply for the Tribunal to appoint a manager. Leaseholders, landlords or the manager can apply to vary a previous order for a tribunal manager.

Guidance

This is the correct form to use if you want to ask the tribunal to appoint a manager under section 24 of the Landlord and Tenant Act 1987, or to discharge or vary an order that has already been made. This form also allows you to ask for a dispensation of the requirement to serve a notice under section 22 of the 1987 Act.

Your notice under section 22 of the 1987 Act would notify the landlord or current manager that you intend to apply to the tribunal for it to appoint a manager.

You must read the Practice Statement which gives leaseholders, prospective managers, and landlords, an indication of the tribunal's expectations of a proposed manager available at www.judiciary.uk/guidance-and-resources/practice-statement-appointment-of-managers-under-section-24-of-the-landlord-and-tenant-act-1987.

Before you apply

You will need:

- to read the practice statement before filling this application (link available in the Details section on [gov.uk](https://www.gov.uk))
- a copy of the section 22 notice (if applicable)
- a copy of the previous order appointing a manager (if applicable)
- a list of the names and addresses of other persons (for example other leaseholders) who might be significantly affected by this application in a separate document
- consent from all the tenants named as applicants that they wish to be part of the application. This can either be a document signed in pen or an email from a tenant providing consent

You must complete all sections and provide all documentation requested otherwise the tribunal cannot progress your application.

If you are unable to do so you must explain why at the end of this form and the tribunal will decide whether or not the application can proceed.

If you have any questions

If you have any questions about this application contact the relevant regional office in **Annex 1**. The tribunal cannot give legal advice on your case.

Serving the application

You must send a copy of the application to the respondent and any interested party by email or post.

Other notes

Write clearly if you are completing this form by hand.

Use another sheet of paper if there is not enough space for you to say everything.

Add your name at the top of any additional pages.

Section 1 – Type of application

Choose the option that applies:

dispensation from the need to serve a notice under section 22 of the 1987 Act (Application fee of £200 and Hearing fee of £300 is payable)

the appointment of a manager (Application fee of £114 and Hearing fee of £227 is payable)

the discharge of an order appointing a manager (Application fee of £200 and Hearing fee of £300 is payable)

the variation of an order appointing a manager (Application fee of £200 and Hearing fee of £300 is payable)

Applications to limit a landlord recharging costs connected to tribunal proceedings

Apply to limit payment of landlord's costs

Section 20C of the Landlord and Tenant Act 1985

Some leases allow landlords to include their costs in connection with tribunal proceedings as part of the service charge paid by tenants.

A tenant can apply to the tribunal for the landlord's costs not to be included in a service charge. This is called a Section 20C application.

If you are a tenant do you want to make a Section 20C application?

Yes

No

Note for Applications to limit a landlord recharging costs

Add names of other tenants that want to apply to limit payment of landlord's costs or legal costs.

Include a document, signed in pen by the tenants or an email from each tenant wanting to be part of the application. Also, include each leaseholder's address and email address (if known).

Section 2 – Applicant’s information

2.1 Details of applicant

First name

Last name

Capacity

Company name (optional)

2.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | |

2.3 Reference number for correspondence (optional)

2.4 Contact details

Phone number

Mobile number

Email address

Note for Section 2

In cases with more than one applicant, attach a separate document containing the names, addresses and emails (if known) of all the applicants. Also, include a document, signed in pen by each applicant or an email from each applicant wanting to be part of the application.

Note for capacity

Capacity would be leaseholder(s), landlord or manager.

2.5 Details of applicant’s representative (if any)

First name

Last name

Company name

Note 2.5: A representative is someone you want to represent you in dealing with the tribunal.

If you appoint a representative, the tribunal office will only correspond with your representative.

2.6 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | | |

2.7 DX number for correspondence (optional)

2.8 Reference number for correspondence (optional)

2.9 Contact details

Phone number

Mobile number

Email address

Note 2.7: Not all regional offices use the DX service.

See Annex 1 for offices that have DX numbers.

Section 3 – Property information

3.1 Is the address of the subject property the same as the applicant's address?

Yes

No. **Provide the address below.**

Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | |

3.2 Reference number for correspondence (optional)

3.3 Brief description of the property

Note for Section 3

The subject property address could be the same as the applicant's address (for example, the property or properties involved in the application or dispute).

Note 3.3: Add a short description of the property, for example:

- is the property a house or a flat
- how many flats are in the block
- a description of the property or properties (for example 1 or 2 bedroom)
- an estimate of the age of the property

Section 4 – Respondent’s information

4.1 Details of respondent

First name

Last name

Capacity

Company name (optional)

4.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | |

4.3 Reference number for correspondence (optional)

4.4 Contact details

Phone number

Mobile number

Email address

Note for Section 4

There can be more than one respondent. For example, the manager, the landlord or leaseholders can be respondents. If there is more than one respondent, please attach a separate document containing the names, addresses, email addresses and the capacity (ie existing manager, leaseholder or landlord) in which they are considered respondents.

Note for capacity

Capacity would be leaseholder(s), landlord or manager.

4.5 Details of respondent's representative (if any)

First name

Last name

Company name

4.6 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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4.7 DX number for correspondence (optional)

4.8 Reference number for correspondence (optional)

4.9 Contact details

Phone number

Mobile number

Email address

Note 4.7: Not all regional offices use the DX service.

See Annex 1 for offices that have DX numbers.

Section 5 – Any recognised tenants’ association (if known)

5.1 Name of secretary

First name

Last name

5.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | |

5.3 Reference number for correspondence (optional)

5.4 Contact details

Phone number

Mobile number

Email address

Section 6 – Proposed manager’s information

6.1 Details of proposed manager

First name

Last name

Company name (optional)

Professional qualification (if any)

6.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | |

6.3 Reference number for correspondence (optional)

6.4 Contact details

Phone number

Mobile number

Email address

Note for Section 6

If you are making an application to appoint a manager or to vary an order appointing a manager by the substitution of a new manager, give details of the person you wish to have appointed.

It has to be a named individual not only the company name.

The tribunal will not correspond with the proposed manager. The responsibility for this lies with the applicant.

Section 7 – Details of the application

7.1 Has the tribunal previously appointed a manager?

Yes. **Go to question 7.4.**

No. **Go to question 7.2.**

For applications where no manager has been appointed by the tribunal

7.2 Have you served the notice under section 22 of the 1987 Act?

Yes

No. **Go to question 7.3.**

7.3 Have you obtained a tribunal order dispensing with the requirement to serve a section 22 notice?

Yes

No

Note 7.2: Your notice under section 22 of the 1987 Act would notify the landlord or current manager that you intend to apply to the tribunal for it to appoint a manager.

For applications where a manager has previously been appointed

7.4 What is the date of the order appointing a manager?

Day	Month	Year

7.5 What is the expiry date of the order appointing a manager?

Day	Month	Year

7.6 Are you applying to discharge the order?

Yes

No

7.7 Are you applying to vary the order?

Yes

No

7.6 Reasons for the application

Note 7.6: At this stage you should give a clear outline of your case so that the tribunal understands what your application is about.

You can use this form to explain the grounds or use a separate document.

Use another sheet of paper if there is not enough space for you to say everything.

Add your name at the top of any additional pages.

Section 8 – Other applications

- 8.1** Do you know of any other cases involving related or similar issues about this property?

Section 9 – Hearing

Determine without a hearing (a paper determination)

It is possible for your application to be dealt with only on written representations and documents without anyone needing to attend in person. This is called a paper determination.

- 9.1** Do you think a paper determination is right for your case?

Yes

No

Urgency of application

- 9.2** Is your case urgent?

No

Yes. **Explain why it is urgent.**

Note 9.1

Even if you have asked for a paper determination the tribunal may decide that a hearing is necessary.

You'll need to pay an additional fee of £300 if a hearing date is set.

Note 9.2

Cases are dealt with as either fast or standard track, the tribunal will decide which:

Fast track - this is for simple cases that will not create a lot of paperwork or argument. Fast track cases are usually heard within 10 weeks of application.

Standard track - this is for more complicated cases with numerous issues to be decided, or where there is lots of paperwork involved. Standard track cases are usually heard within 20 weeks of application.

Availability

9.3 Are there any days when you or any expert or witness you are using cannot attend?

Yes. **Please list them in the box below.**

No

Dates on which you or they **will not be** available in the next 4 months

Support during your hearing

9.4 Do you, or anyone attending with you, need any adjustments?

Yes. **Please list them in the box below.**

No

Note 9.4: Some people need support to access information and use our services, for example:

- documents in alternative formats, colours and fonts
- help with communication, sight, hearing, speaking, interpretation or translation
- access and mobility support if a hearing takes place in person

This form gets copied to other parties, so use a separate document if you do not want to disclose anything.

Section 10 – Statement of truth

I believe that the facts stated in this form and any continuation pages are true.

Signature

Date

Day	Month	Year

Full name

Section 11 – Additional information

If you have not completed all sections of this form please tell us in the box below which sections have not been completed and why.

Application fee

What you need to pay

I confirm that I have selected the correct application type and understand the applicable fees.

How to pay the fee

I have not included payment because

I have applied for help with fees online and my reference number is

H	W	F							
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I am applying for help with fees, see attached form EX160 'Apply for help with fees'

Other – please explain why

Note for application fee

You'll need to pay an additional fee when the hearing date is set.

You may be able to get help paying fees if you only have a small amount in savings, receive certain benefits or are on a low income.

See www.gov.uk/get-help-with-court-fees for more information.

I want to pay by online banking

Email me details on how to pay, my email address is

Note for online banking

The tribunal will send you a reference number so you can make a payment online.

I enclose a cheque or postal order, made payable to HMCTS

Fee account details – for use by legal professionals

Your account number

P	B	A							
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Your reference (if applicable)

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Checklist

I have read the practice statement before filling this application
(link available in the Details section on gov.uk)

I have completed the application fee section

List of documents that need to be included with the application:

a copy of the section 22 notice (if applicable)

a copy of the previous order appointing a manager (if applicable)

a list of the names and addresses of other persons (for example other leaseholders) who might be significantly affected by this application in a separate document

consent from all the tenants named as applicants that they wish to be part of the application. This can either be a document signed in pen or an email from a tenant providing consent

Unless you complete all sections and provide all documentation, the tribunal **cannot progress your application.**

Contact details

Email your application and the documents from the Checklist to the relevant regional tribunal office address shown in the Annex 1 to this form.

If you cannot email, you can send the application by post.

Annex 1

List of addresses of tribunal regional offices

Northern region

Address:

HM Courts and Tribunals Service
First-tier Tribunal (Property Chamber)
Residential Property
1st Floor, Piccadilly Exchange
Piccadilly Plaza
Manchester
M1 4AH

Telephone: 01612 379491

Email address: RPNorthern@justice.gov.uk

This office covers the following metropolitan

districts: Barnsley, Bolton, Bradford, Bury, Calderdale, Doncaster, Gateshead, Kirklees, Knowsley, Leeds, Liverpool, Manchester, Newcastle-upon-Tyne, Oldham, Rochdale, Rotherham, St. Helens, Salford, Sefton, Sheffield, Stockport, Sunderland, Tameside, Trafford, Tyneside (North and South), Wakefield, Wigan and Wirral.

It also covers the following unitary authorities:

Hartlepool, Middlesbrough, Redcar and Cleveland, Darlington, Halton, Blackburn with Darwen, Blackpool, Kingston-upon-Hull, East Riding of Yorkshire, Northeast Lincolnshire, North Lincolnshire, Stockton-on-Tees, Warrington and York.

It also covers the following Counties:

Cumbria, Durham, East Cheshire, Lancashire, Lincolnshire, Northumberland, North Yorkshire and West Cheshire.

Midland region

Address:

HM Courts and Tribunals Service
First-tier Tribunal (Property Chamber)
Residential Property
Centre City Tower
5-7 Hill Street
Birmingham
B5 4UU

Telephone: 0121 600 7888

Email address: RPMidland@justice.gov.uk

This office covers the following metropolitan

districts: Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.

It also covers the following unitary authorities:

Derby, Leicester, Rutland, Nottingham, Herefordshire, Telford and Wrekin and Stoke-on-Trent.

It also covers the following Counties:

Derbyshire, Leicestershire, Nottinghamshire, Shropshire, Staffordshire, Warwickshire and Worcestershire.

Eastern region

Address:

HM Courts and Tribunals Service
First-tier Tribunal (Property Chamber)
Residential Property
Cambridge County Court
197 East Road
Cambridge CB1 1BA

Telephone: 01223 841 524

Email address: RPEastern@justice.gov.uk

This office covers the following metropolitan

districts: Bracknell Forest, West Berkshire, Reading, Slough, Windsor and Maidenhead, Wokingham, Luton, Peterborough, Milton Keynes, Southend-on-Sea and Thurrock.

It also covers the following Counties:

Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Northamptonshire, Oxfordshire and Suffolk.

Southern region

Address:

HM Courts and Tribunals Service
First-tier Tribunal (Property Chamber)
Residential Property
Havant Justice Centre
The Court House
Elmleigh Road
Havant
Hants PO9 2AL

Telephone: 01243 779 394

Fax: 0870 7395 900

Email address: RPSouthern@justice.gov.uk

This office covers the following unitary authorities:

Bath and Northeast Somerset, Bristol, North Somerset, South Gloucestershire, Bournemouth, Plymouth, Torbay, Poole, Swindon, Medway, Brighton and Hove, Portsmouth, Southampton and the Isle of Wight.

It also covers the following Counties:

Cornwall and the Isles of Scilly, Devon, Dorset, East Sussex, Gloucestershire, Hampshire, Kent, Somerset, Surrey, West Sussex and Wiltshire

London region

Address:

HM Courts and Tribunals Service
First-tier Tribunal (Property Chamber)
Residential Property
10 Alfred Place
London WC1E 7LR

This office covers all the London boroughs.

Telephone: 020 7446 7700

Email address: London.RAP@justice.gov.uk

For information on how HM Courts and Tribunals Service process and store your data visit:

www.gov.uk/hmcts/privacy-policy

Leasehold 2: Apply for the appointment of a manager, or to vary or discharge an order appointing a manager (07.26)