

About the defendant

7. Give what details you know of the defendant's financial and other circumstances. Say in particular whether:
- housing benefit is being paid to you or to the defendant;
 - deductions are being made from the defendant's benefits, towards the arrears. If so, say how much.

About the claimant

8. Delete this paragraph if you do not wish to give details of your financial and other circumstances to support the claim for possession.

Forfeiture

9. (a) Delete this paragraph if there is no underlessee or mortgagee.
- (b) If there is, give that person's name and address and file, in court, an additional copy of the particulars of claim for service on that person.

What the court is being asked to do

10. Delete paragraphs (a) to (d) as appropriate.
11. Tick as appropriate

Demotion

If you are claiming demotion of tenancy in the alternative to possession, you must complete paragraphs 12-15

12. Specify under which section the claim is made
13. Indicate whether you are a local authority, housing action trust or registered social landlord
14. If you served on the tenant a statement of express terms of the tenancy which are to apply to a demoted tenancy, you must set out the details
15. (a) State details of the conduct alleged

Statement of truth:

- This must be signed by you, by your solicitor or your litigation friend, as appropriate. Where the claimant is a registered company or a corporation the claim form must be signed by either a director, treasurer, secretary, chief executive, manager or other officer of the company or (in the case of a corporation) the mayor, chairman, president or town clerk.
- Proceedings for contempt of court may be brought against any person who signs a statement of truth without an honest belief in its truth.