

Notes for guidance on completing particulars of claim form (rented residential premises)

The following notes are a step by step guide to completing form N119. They tell you what information is needed for each of the numbered paragraphs in the form.

1. Give the full address of the premises of which you are seeking possession.
2. Name each person, to the best of your knowledge, in possession of the premises.

About the tenancy

3. (a) State the type of the tenancy (e.g. assured, assured shorthold) and when it began.

(b) Give details of how much the agreed rent is and when it is payable.

(c) Give the daily rate at which rent is charged.

4. (a) If you are claiming possession because the rent has not been paid, set out details of how much rent is outstanding up to the time the claim is issued, including a rent statement showing how the arrears arose. You must give sufficient detail to support your claim for possession.

(b) If you are claiming possession on the grounds of rent arrears only, delete this paragraph. Give details if the defendant has failed to comply with any other terms of the tenancy agreement.

(c) Complete this paragraph if you are claiming possession on a ground other than rent arrears or breach of tenancy. Otherwise delete it.

5. Give full details of steps taken to recover any arrears. If there have been previous court proceedings, give the date they were started and concluded and the terms of any order(s) made.

6. Give the date the notice to quit, notice of breach of lease, or notice seeking possession was given to the defendant. Delete the words in brackets to show which type of notice was served.

If you are a local authority on housing action trust and are claiming possession of premises let on a demoted tenancy, you must attach to the particulars of claim a copy of the notice of proceedings under Section 143E of the Housing Act 1996.

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