

**Q7** – answer the question Yes or No, as appropriate. Where you have answered:

- No, then no further information is required.
  - Yes, you must also confirm whether or not you have complied with the requirements of paragraph 5.5 of the protocol when notifying the defendant of your decision. If the answer to that question is:
    - o Yes – then no further information is required on the Checklist but you must be prepared to explain to the court what action you took if requested to do so.
    - o No – you should set out your reasons for non-compliance clearly and succinctly.
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**Q8** – answer the question Yes or No, as appropriate.

Where the defendant is trying to sell their property you need to explain clearly and succinctly why you are bringing proceedings including, specifically, whether or not the defendant has complied with the requirements of paragraphs 6.2 and 6.3 of the Protocol.

**The statement of truth**

The statement of truth must be signed and completed by the claimant or representative. This section must be completed in order to validate the information provided.

**Service of the Checklist**

Two copies of the Checklist must be brought to the hearing.