

Section 8

Are you the Landlord or are you acting on behalf of the Landlord?

- The Landlord – The Party that is owed the money
- Acting on behalf of the Landlord

About You & The Tenant

Your Name: (The Landlord)*	
Your Name: (Acting on behalf of the Landlord)*	
Company Name: (If applicable)	
Your Address Line: 1*	
Your Address Line: 2	
Your Town / City:*	
Your Postcode:*	
Your Internal Reference: (If applicable)	
Telephone:*	
Email:*	
Are you VAT registered:*	
If Yes please supply number below	
VAT Number:	

About The Tenant

Name:*	
Company Name: (If applicable)	
Address	
Address Line 1:*	
Address Line 2:	
Town / City:*	
Postcode:*	
Telephone: (If known)	
Please state value of Rent Arrears	£
Useful Information:*	<i>Example: correspondence between the parties, history, etc...</i>



Have you previously used any of DCB Legal services before?	Yes / No	If yes, please provide reference number:
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Attachments required:

1. Copy of signed tenancy agreement
2. Up to date statement of account for rent due
3. Please complete the following template - if the debt is related to rent arrears ([link to template](#))

Authorisation

<input type="checkbox"/>	I authorise DCB Legal Ltd of Direct House, Greenwood Drive, Manor Park, Runcorn, Cheshire, WA7 1UG. I have also read, understood and agreed to DCB Legal Terms and Conditions – http://www.dcblegal.co.uk/terms-of-business-instruction
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Print Name	
Signature	
Date	