

Section 21

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 Judgment

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)					
Useful Information:*	<i>Example: Why you are evicting the tenant? Any correspondence between the parties, history, etc...</i>				
Have you previously used any of DCB Legal services before?	<table border="1"> <tr> <td>Yes / No</td> <td>If yes, please provide reference number:</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes / No	If yes, please provide reference number:		
Yes / No	If yes, please provide reference number:				

Attachments required:

1. Copy of Tenancy Agreement
2. Copy of the Tenancy Deposit Scheme Certificate
3. Copy of the Energy Performance Certificate
4. Copy of any gas safety record at the date that the tenancy agreement was entered into
5. All subsequent gas safety record inspections

Authorisation

<input type="checkbox"/>	<p>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</p> <p>Please note: a Section 21 is the first necessary step before a possession claim can be sought. If eligible, an 'accelerated possession' can be sought, which can lead to an order for possession (generally giving the tenant 14 days to vacate) without a hearing. We do need lots of documents, including, but not limited to: confirmation of whether the security deposit was registered with an approved tenant deposit scheme; whether or not a gas safety certificate (where applicable) was provided; and whether an Energy Performance Certificate was provided to the tenant at the start of the tenancy. Otherwise, we may be unable to act for you without this information, although will explore other options. The file handler may come back and request further information.</p>
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Print Name	
Signature	
Date	