

Form 1

REGISTRATION FILE NO. LL/SL/SS
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REGISTRAR FILE NO. ADJ
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**NOTICE OF CLAIM  
IN THE ADJUDICATING PANEL FOR PRIVATE  
RESIDENTIAL LEASES**

<p><b>FROM</b></p> <p>Fill in the name of the person / entity, address, telephone number, and ID Card / Company number of those that are making the claim</p>	<p>CLAIMANT</p>
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<p><b>TO</b></p> <p>Fill in the name of the person / entity, address, telephone number, and ID Card of those the claim is being made against</p>	<p>DEFENDANT</p>
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<p><b>NOTICE TO THE PARTY AGAINST WHOM THE CLAIM IS MADE</b></p> <p>Whoever is served with this notice of claim must within 10 days from the date of service file a reply. If he fails to do so, the Adjudicating Panel may then proceed to determine the dispute in his absence</p>
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Adjudicating Panel staff will fill in this part	<b>FOR OFFICE USE ONLY</b>	
	AMOUNT CLAIMED	€
	FILING FEES	€
	SERVICE FEES	€
	TOTAL	€

**PARTICULARS OF THE CLAIM**

<p><b>WHERE?</b></p> <p>Tell where this happened</p>	<p><b>WHEN?</b></p> <p>Tell when th is happened</p>
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<p><b>HOW MUCH?</b></p> <p>State how much is being claimed from the defendant</p>	<p>€</p>
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<p><b>STEP 1</b> COMPLETE the NOTICE OF CLAIM using a typewriter or writing clearly. Make sure that all the copies are legible.</p> <p><b>STEP 2</b> FILE the NOTICE OF CLAIM by taking it to the Adjudicating Panel Registry. You must pay a filing fee, which depends on the amount you are claiming and a service fee. The staff will check the form and when it is accepted for filing, apply the registry stamp, add on filing and service fees and assign a file number. The Registrar will then proceed to serve on your behalf the defendant with a copy of the Notice of Claim.</p> <p><b>STEP 3</b> <b>WHAT HAPPENS AFTER</b> If the defendant files a reply, you will be served with a copy of the reply.</p>	<p><b>FROM</b> You must be sure that the address that you give is correct because this is where the Registry will send you any further notices or information. If your address changes at any time please notify the Registry immediately.</p> <p><b>TO</b> Be sure that you have the correct address of defendant. If there is more than one defendant put the name of each defendant (side by side) in the space provided. In such a case however make sure that the claim is a result of the same transaction.</p> <p><b>WHAT HAPPENED?</b> You do not need to tell everything about your case here. You must tell just enough to let defendant know what the case is all about. Keep your description brief. You will have a full opportunity to present all the facts during the trial.</p> <p><b>WHERE?</b> A Notice of Claim must be filed in the Registry of the Adjudicating Panel where the transaction, to which the claim refers, took place.</p> <p><b>HOW MUCH?</b> You must here state the amount of your money claim. The said amount cannot exceed five thousand euro (€5,000).</p>
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Indicate with an “X” in right hand side box, the subject of the Claim:

<ul style="list-style-type: none"> <li>Claim on retention or reimbursement of security deposit (PRLA, Article 6(f))</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Claim on incorrect water and electricity services tariffs or access to account details (PRLA, Article 17)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Claim on repairs at the charge of lessee (Civil Code, Article 1556)</li> <li>Claim on repairs at the charge of lessor (Civil Code, Articles 1540, 1541, 1542, 1543, 1548)</li> <li>Claim on latent defects of the property (Civil Code, Articles 1545, 1546)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Claim on damages by the lessee (Civil Code, Articles 1559, 1561, 1562, 1563)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Unlawful alterations to property by the lessee (Civil Code, Article 1564)</li> </ul>	<input type="checkbox"/>

PARTICULARS OF THE CLAIM - continued

LIST YOUR WITNESSES IN THIS PART  
Name, ID and address of persons you intend to call as witness

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WHAT HAPPENED?

Say what is being claimed, stating briefly the facts that led to the dispute

ATTACH EXTRA SHEETS IF SPACE IS INSUFFICIENT	
signature of claimant	date

Form 2

REGISTRATION FILE NO. LL/SL/SS
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REGISTRAR FILE NO. ADJ
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**REPLY**  
IN THE ADJUDICATING PANEL FOR PRIVATE  
RESIDENTIAL LEASES

<p><b>TO</b> Fill in the name of the person / entity, address, telephone number and ID Card / Company number of those making the claim against you</p>	CLAIMANT
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<p><b>FROM</b> Fill in the name of the person / entity, address, telephone number and ID Card / Company number of the defendant filing this reply</p>	DEFENDANT
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<p><b>NOTICE TO DEFENDANT</b></p> <p>If with your reply you want to make a counter-claim then you should complete the part of this form entitled "Reply with Counter-claim".</p>
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<p><b>WHERE DEFENDANT THINKS SOMEONE ELSE SHOULD PAY THE CLAIM</b></p> <p>If you think that someone else should pay the claim, whether in full or in part, you should indicate such other party and serve him with a copy of the claim made against you, your reply, a notice to a third party form and a blank reply form.</p>
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Adjudicating Panel staff will fill in this part  
\*Amount claimed is only applicable if you as a defendant are also making a counter - claim together with this reply

FOR OFFICE USE ONLY	
AMOUNT CLAIMED*	€
FILING FEES	€
SERVICE FEES	€
TOTAL	€

<p><b>STEP 1</b></p> <p>COMPLETE the REPLY using a typewriter or writing clearly. Make sure that all the copies are legible.</p> <p><b>STEP 2</b></p> <p>FILE the REPLY by taking it to the Adjudicating Panel for Private Residential Leases where the NOTICE OF CLAIM against you was filed. The staff will check your form and if it is in order, accept it for filing. The REPLY must be filed within the 10 days from when you are served with the NOTICE OF CLAIM.</p> <p><b>STEP 3</b></p> <p>Where defendant thinks that someone else should pay the claim, he should fill that part of the form which concerns a third party.</p>	<p><b>FROM</b></p> <p>This is where you identify the party who is filing this Reply. Give an address where notices and other information about the dispute can be sent to you. If this address changes at any time be sure to inform the Adjudicating Panel Registrar.</p> <p><b>DISPUTE</b></p> <p>You do not need to tell everything about your case here. You must tell just enough to indicate to the claimant and to the Adjudicating Panel what parts of the claim you dispute and why. If there is anything in the Notice of Claim with which you agree, be sure to include that in your reply.</p> <p><b>COUNTERCLAIM</b></p> <p>If you want to make a counter-claim that is a claim against the claimant, then together with your reply you must also complete that part of the form entitled "Reply with Counter-claim" following the instructions on this form. To make a counter-claim your own claim must be connected to or related to the claim that the claimant has made against you.</p>
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Indicate with an "X" in right hand side box, the subject of the Claim or Counter-Claim:

<ul style="list-style-type: none"> <li>• Claim on retention or reimbursement of security deposit (PRLA, Article 6(f))</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Claim on incorrect water and electricity services tariffs or access to account details (PRLA, Article 17)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Claim on repairs at the charge of lessee (Civil Code, Article 1556)</li> <li>• Claim on repairs at the charge of lessor (Civil Code, Articles 1540, 1541, 1542, 1543, 1548)</li> <li>• Claim on latent defects of the property (Civil Code, Articles 1545, 1546)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Claim on damages by the lessee (Civil Code, Articles 1559, 1561, 1562, 1563)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Unlawful alterations to property by the lessee (Civil Code, Article 1564)</li> </ul>	<input type="checkbox"/>

PARTICULARS OF YOUR REPLY

LIST YOUR WITNESSES  
IN THIS PART

Name, ID and address of  
whom you intend to call as  
witness

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DISPUTE

State if you are disputing the  
claim being made. If you are  
then explain with what you  
disagree and why

ATTACH SEPARATE SHEETS IF SPACE IS NOT ENOUGH

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Defendant's signature	date
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### REPLY WITH COUNTERCLAIM

If defendant wishes to make a counter-claim, the following part should also be filled.

**WHERE?**

Tell where this happened

**WHEN?**

Tell when this happened

**HOW MUCH?**

State how much is being claimed from the defendant

€

#### PARTICULARS OF THE COUNTERCLAIM

**LIST YOUR WITNESSES IN THIS PART**

Name, ID and address of person you intend to call as witnesses

**WHAT HAPPENED?**

Attach extra sheets if space is insufficient

Say what is being claimed, stating briefly the facts that led to the dispute

Signature of defendant	Date
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Form 3

REGISTRATION FILE NO.  
LL/SL/SS

REGISTRAR FILE NO.  
ADJ

**COUNTERCLAIM REPLY**  
IN THE ADJUDICATING PANEL FOR PRIVATE RESIDENTIAL LEASES

TO

Fill in the name of the person / entity, address, telephone number and ID Card / Company number of those making the claim against you

DEFENDANT

FROM

Fill in the name of the person / entity, address, telephone number and ID Card / Company number of the defendant filing this reply

CLAIMANT

My reply to your counter-claim is that

State reasons

Adjudicating Panel staff will fill in this part

\*Amount claimed is only applicable if you as a defendant are also making a counter-claim together with this reply

FOR OFFICE USE ONLY	
AMOUNT CLAIMED*	€
FILING FEES	€
SERVICE FEES	€
TOTAL	€



STEP 1	FROM
<p>COMPLETE the COUNTERCLAIM REPLY using a typewriter or writing clearly. Make sure that all the copies are legible.</p> <p>STEP 2 FILE the COUNTERCLAIM REPLY by taking it to the Adjudicating Panel for Private Residential Leases where you filed the NOTICE OF CLAIM. The staff will check your form and if it is in order, accept it for filing. The COUNTERCLAIM REPLY must be filed within the 10 days from when you are served with the counter-claim.</p>	<p>This is where you identify the party who is filing this Reply. Give an address where notices and other information about the dispute can be sent to you. If this address changes at any time be sure to inform the Adjudicating Panel Registrar.</p> <p>DISPUTE You do not need to tell everything about your case here.</p>

Indicate with an “X” in right hand side box, the subject of the Claim or Counter-Claim:

<ul style="list-style-type: none"> <li>• Claim on retention or reimbursement of security deposit (PRLA, Article 6(f))</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Claim on incorrect water and electricity services tariffs or access to account details (PRLA, Article 17)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Claim on repairs at the charge of lessee (Civil Code, Article 1556)</li> <li>• Claim on repairs at the charge of lessor (Civil Code, Articles 1540, 1541, 1542, 1543, 1548)</li> <li>• Claim on latent defects of the property (Civil Code, Articles 1545, 1546)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Claim on damages by the lessee (Civil Code, Articles 1559, 1561, 1562, 1563)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Unlawful alterations to property by the lessee (Civil Code, Article 1564)</li> </ul>	<input type="checkbox"/>

PARTICULARS OF YOUR COUNTERCLAIM REPLY

LIST YOUR WITNESSES  
IN THIS PART

Name, ID and address of  
whom you intend to call as  
witness

--

DISPUTE

State if you are disputing the  
claim being made. If you are  
then explain with what you  
disagree and why

ATTACH SEPARATE SHEETS IF SPACE IS NOT ENOUGH

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Defendant's signature	date
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