

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	€

I am confirming that I am aware of the fact that as a party to this dispute procedure before the Adjudicating Panel for Private Residential Leases I may incur procedural fees, as legally required. The Housing Authority has no discretion to waive or refund the fees regardless of the reasons or circumstances.

**PARTICULARS OF THE CLAIM**

**WHERE?**

Tell where this happened

**WHEN?**

Tell when th is happened

**HOW MUCH?**

State how much is being claimed from the defendant

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<p>STEP 1 COMPLETE the NOTICE OF CLAIM using a typewriter or writing clearly. Make sure that all the copies are legible.</p> <p>STEP 2 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>STEP 3 WHAT HAPPENS AFTER If the defendant files a reply, you will be served with a copy of the reply.</p>	<p>FROM 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>TO 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>WHAT HAPPENED? 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>WHERE? 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>HOW MUCH? 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