



Tribunal Response Evidence Checklist

For use when completing Form MR2

Tribunal Response Evidence Checklist

This checklist is a prompt only. The evidence required will depend on the issues raised in the tenant's application and any directions given by the Tribunal.

1. The tenancy and rent

- ☐ Tenancy agreement and any relevant variations
- ☐ Record of the current rent
- ☐ Copy of the Form 4A rent increase notice, if applicable
- ☐ Evidence of when and how Form 4A was served, if this is disputed
- ☐ Details of any services or other amounts included in the rent

2. The property

- ☐ Brief description of the property
- ☐ Floor plan or sketch plan and relevant room measurements, if useful
- ☐ Recent photographs showing the property's condition and facilities
- ☐ Details of relevant defects, disrepair or tenant damage
- ☐ Details of tenant improvements which the Tribunal must disregard

3. Comparable properties

- ☐ Details of the comparable properties relied upon
- ☐ Evidence of the advertised or achieved rent and relevant dates
- ☐ Notes explaining important similarities and differences
- ☐ Completed Comparable Properties Assessment Pack, if used

4. Other supporting evidence

- ☐ Relevant correspondence with the tenant
- ☐ Relevant invoices, receipts, reports or other documents
- ☐ Witness statement or written evidence, if appropriate
- ☐ Any document needed to answer a specific point raised by the tenant

5. Final check

- ☐ Names, addresses, dates and rent figures are consistent throughout
- ☐ Documents are clearly titled and arranged in a sensible order
- ☐ Photographs and comparable-property evidence are identified or captioned
- ☐ Irrelevant personal or confidential information has been removed or obscured
- ☐ A copy of everything submitted has been retained

6. Notes

