

PROP.PP.04 - Form N215 Certificate of Service

The PROP.PP.04 - Form N215 Certificate of Service can then be used to apply to Court for a Possession Order.

This document is in PDF format and can be found on the government website by clicking on the link: <https://www.gov.uk/government/publications/section-21-notice>

Once you have opened the temporary copy to a location of your choice and saved it, you should save a copy of that copy.

It is vital that a Landlord can prove service in accordance with the requirements of the court. There are other methods of proving service, including:

- A copy of the Section 21 Notice and the original of the Notice.
- A certificate of service or affidavit of service.
- Post Office proof of posting or proof of delivery.

The Form should be completed as follows:

The "Name of court" and "Claim number" should be filled in. If no claim has started at the time the Certificate of Service is completed, the "Claim number" should be left blank as no claim will have been started.

The "Claimant" is the Landlord and the "Defendant" is the Tenant.

In the "On what date did you serve the notice?" field, enter the date the notice was sent or handed over. "The date of service is" field should be left blank. See the notes at the end of the Form for more information.

There are fields for a description of the property and the person it was served on (the Tenant).

The method of service needs to be described. The address should be inserted on the front of the form. The service address (e.g. the Defendant's usual address) should be inserted on the back of the form.

The Form should be signed and dated by the Landlord.

Section 21 Notice

Section 21 Notice is the Court form used to serve a Section 21 Notice on a Tenant. The form is used if the Landlord subsequently applies to Court for a Possession Order.

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