

## PROP.SP.05 - Form N215 - Certificate of Service

The PROP.SP.05 - Form N215 - Certificate of Service is to be completed by the person who serves the certificate of service. The certificate of service can then be used by the landlord to go to court for a possession order.

This document is in PDF format and can be downloaded from the government website by clicking on the link: <https://www.gov.uk/government/publications/certificate-of-service>

Once you have opened the temporary copy of the document, you should save a copy to a location of your choice and then print it.

It is vital that a landlord can prove that the notice was served in accordance with the requirements of the law. There are other methods of proving service, including:

- A copy of the Section 8 Notice
- A certificate of service or a receipt from the tenant.
- Post Office proof of posting

The form should be completed as follows:

1. The "Name of court" and "Date of claim" should be completed. The "Date of claim" should be the date the claim has been started at the time the form is completed.
2. The "Claimant" is the landlord or the person who is claiming the property.
3. In the "On what date did the notice" field, enter the date the notice was handed over. "The date of service" should be the date the notice was handed over. "The date of claim" may be different. See the requirements in the tenancy agreement.
4. There are fields for a description of the property (e.g. "Notice"), and the person it was served on (e.g. "Tenant").
5. The method of service needs to be described. The service address should be described in detail (e.g. "10, The Green, London, SW1A 1AA").
6. The form should be signed by the landlord or the person who served the notice.

## Section 8 Notice

Section 8 Notice is the Court form used to serve a Section 8 Notice on a tenant. The form is used when the landlord subsequently applies to court for a possession order.

The form can be found on the government website by clicking on the link: <https://www.gov.uk/government/publications/certificate-of-service>

Once you have opened the temporary copy of the document, you should save a copy to a location of your choice and then print it.

It is vital that a landlord can prove that the notice was served on the tenant in accordance with the requirements of the law. There are other methods of proving service, including:

- A copy of the Section 8 Notice
- A certificate of service or a receipt from the tenant.
- Post Office proof of posting

The form should be completed as follows:

1. The "Name of court" and "Date of claim" should be completed. The "Date of claim" should be the date the claim has been started at the time the form is completed.
2. The "Claimant" is the landlord or the person who is claiming the property.
3. In the "On what date did the notice" field, enter the date the notice was handed over. "The date of service" should be the date the notice was handed over. "The date of claim" may be different. See the requirements in the tenancy agreement.
4. There are fields for a description of the property (e.g. "Notice"), and the person it was served (in this case, a Section 8 Notice).
5. The method of service needs to be described. The service address should be described in detail (e.g. "10, The Green, London, SW1A 1AA").
6. The form should be signed by the landlord or the person who served the notice.