

## PROP.RES.143 - Form N215 Certificate of Service

The PROP.RES.143 - Form N215 is a Court form which should be completed after handing over the Letter to Tenant. It details which documents have been served on the Defendant, and when, where and how they were served.

This document is in PDF format and can be downloaded from the government website by clicking on the link below:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/332222/prop-res-143-form-n215-certificate-of-service.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/332222/prop-res-143-form-n215-certificate-of-service.pdf)

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

The Certificate of Service should be completed and signed by the Landlord. The Certificate can be submitted to the Court when the Landlord subsequently applies to Court for a possession order.

The Form should be completed as follows:

The "Name of court" and "Claim number" should be entered as at the time the Certificate of Service is completed.

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

In the "On what date did you serve the documents?" field, enter the date the Letter was sent or handed over. The "The date of service is" field is for the date of service which may be different. See the notes at the end of the Form and the Tenancy Agreement.

There are fields for a description of the documents served (in this case, the Letter and its enclosures), and the person it was served on.

The method of service needs to be described in the "How was the service made?" field. The service address should be inserted on the right hand side of the form. The service address should be checked to describe the address (e.g. the Defendant's usual residence).

The Form should be signed and dated by the Landlord.

## New Tenancy Information

The New Tenancy Information is the form that the Landlord in England after sending or handing over the Letter to Tenant. It details which documents have been served on, and when, where and how they were served.

This document can be found on the government website by clicking on the link below:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/332222/prop-res-143-form-n215-certificate-of-service.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/332222/prop-res-143-form-n215-certificate-of-service.pdf)

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

The Certificate of Service should be completed and signed by the Landlord. The Certificate can be submitted to the Court when the Landlord subsequently applies to Court for a possession order.

The Form should be completed as follows:

The "Name of court" and "Claim number" should be entered as at the time the Certificate of Service is completed.

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

In the "On what date did you serve the documents?" field, enter the date the Letter was sent or handed over. The "The date of service is" field is for the date of service which may be different. See the notes at the end of the Form and the Tenancy Agreement.

There are fields for a description of the documents served (in this case, the Letter and its enclosures), and the person it was served on.

The method of service needs to be described in the "How was the service made?" field. The service address should be inserted on the right hand side of the form. The service address should be checked to describe the address (e.g. the Defendant's usual residence).