



PRS Tenancy Mediation Service

Mediation Instruction Form

Mediation Instruction Form

We'd love to help you reach an agreement with your tenant(s) about any issues that have occurred during your tenancy. To help us do that, we'll need the following information from you:

Tell us about you

Your name			
Your policy reference number			
Your address			
Your email address			
Your phone number			
Best time to contact you	Morning	<input type="checkbox"/>	Afternoon <input type="checkbox"/>

Tell us about your tenant(s) and any guarantor(s)

	tenant(s)	any guarantor(s)
Their name		
Their email address		
Their phone number		

Tell us about the tenancy

The rented property address	
Start date of tenancy	
Contractual end date of the tenancy	
Is it currently Statutory Periodic Tenancy (STP)?	
What is the monthly rent?	

Tell us about the current situation

The tenant(s) is in rent arrears <input type="checkbox"/>	I want to end the tenancy early <input type="checkbox"/>
Please give us more details about the arrears and include or attach a table of rent payments due and received	

Let's see if we can come to an agreement with the tenant(s)

Would you be willing to discuss the terms of a payment plan to allow the tenant to repay the arrears?	yes <input type="checkbox"/>	no <input type="checkbox"/>
If yes, please tell us what kind of arrangement you feel is reasonable. Please include details of how often payments should be made by the tenant(s)		

If there is anything else you think we should know, please tell us here

One last step: please email your completed form to mediation@theprs.co.uk and one of our resolution specialists will be in touch shortly.