

The Society of
Chartered 
Surveyors

APPLICATION FOR THE

(A) THE APPOINTMENT OF AN ARBITRATOR []

(B) NOMINATION OF INDEPENDENT EXPERT []

**BY THE PRESIDENT OF THE SOCIETY OF CHARTERED SURVEYORS
IN RESPECT OF A RENT REVIEW DISPUTE**

Office Use Reference No: _____

Please complete fully; tick boxes as appropriate and delete as appropriate.

I/We

Address

acting as Principal/Authorised Agent hereby request the President of The Society of Chartered Surveyors to appoint/nominate an Arbitrator/Expert to act in the case details of which are set out below.

SECTION 1 - PREMISES

(a) Address of premises for which rent is to be reviewed:

(b) Review Date: _____

(c) Current Passing Rent: _____

(d) Type of premises:

- Retail – Shop
- Retail – Warehouse
- Offices
- Industrial/Warehouse
- Other – please specify

(e) Approximate floor area:

SECTION 2 – LEASE/ISSUE IN DISPUTE

(a) Have the parties failed to agree on a third party in accordance with the terms of the lease?

YES NO

(b) Is it established that the amount of the rent on review is in dispute?

YES NO

(c) Have procedures as specified in the lease relating to the appointment/nomination been complied with?

YES NO

Specific Clause/Page in Lease: _____

(d) State any particular provisions, e.g. time limits to which the President's attention should be drawn:

- (i) Time Limits
- (ii) Areas of Specialty
- (iii) Other

Please specify: _____

(e) Are there any issues, apart from the amount of the rent, which are in dispute and are likely to be raised?

YES NO

If yes, please give details:

(f) Lease Date: _____

SECTION 3 – CURRENT PARTIES TO THE LEASE

LESSOR DETAILS

(a) Name and address of Current Landlord:

(b) Name, address and contact number of Landlord representative to whom communications should be sent (e.g. solicitor, surveyor, company official):

(c) Name and address of Valuer acting for the present Landlord:

LESSEE DETAILS

(a) Name and address of Current Tenant:

(b) Name, address and contact number of Tenant representative to whom communications should be sent (e.g. solicitor, surveyor, company official):

(c) Name and address of Valuer acting for the present Tenant:

SECTION 4 - VALUERS

In order to avoid possible conflict of interest please state the names of any individuals considered unsuitable for this appointment on the grounds that their appointment would raise a real possibility of bias in the eyes of a reasonably minded person because of a present or previous connection with either party or with the subject property.

NAME:

DETAILED REASON MUST BE STATED:

SECTION 5 – GENERAL/DECLARATION BY APPLICANT:**

I/We undertake to be responsible for payment of the proper fees and costs of the person appointed.

This undertaking is without prejudice to any right to recover all or part of such fees or costs from the other party to the dispute as I/we may have, pursuant to the provisions of the Lease.

I/We enclose a certified copy of the lease as executed.

I/We enclose a cheque for the sum of € which is to cover administrative costs and is non-refundable. **(€325.00 in respect of each lease)**

The applicant is personally to confirm the following:

“I have read the subject lease and the application that is being made herewith is in accordance with the subject lease and I undertake and acknowledge that if there are any errors made on my part in relation to the completion of the form applying to the President of The Society of Chartered Surveyors for the appointment of an Arbitrator/Independent Expert, that I will be fully responsible for acknowledging any such errors and that any such mistakes on my part may lead to a fresh application being made to the President with all the associated costs and otherwise being incurred by the applicant”.

Signed: _____

Date: _____

****Please note that the above declaration must be completed in all cases****

Please return form to:

The President
The Society of Chartered Surveyors
5 Wilton Place
Dublin 2
Tel: 01 676 55 00

CHECK LIST**APPLICANT****SCS**

Lease enclosed

Fee attached in respect of each lease

Confirmation that there is no
alteration to the application formConfirmation that declaration of
responsibility for correctness of
information provided is signed