

## Form N325 – Request for Warrant of Possession of Land Completion Notes

**The following notes are a step by step guide to completing form N325.**

Top right hand box enter name of County Court and claim number. Delete paragraph (2) above the signature of the claimant. This is for the use of a mortgage lender, not a landlord.

Section 1 - (Claimant's name and address) Insert the landlord or his/her solicitors name and address.

Section 2 - "Enter As Above" unless the address is different.

Section 3 - (Defendant's name and address) Insert all the tenants' names and the full property address details.

Section 4 - Cross 'Warrant Details' section out completely as the Bailiff is not there to collect money.

Section 5 - 'Property/Land Details'

Insert the following:

- Date of judgement/order, this is the date of the hearing.
- Date of possession, this is the date possession should have been given up.

'Describe the Land' Insert the address and post code of the property.

Insert contact details of the landlord at the bottom of the form.

Once completed post N325 form to court with the appropriate fees. It is advised that the landlord retains a copy of the completed and signed N325 form, for their own records. The court will then contact the defendant.

**PLEASE CONTACT THE RLA HELPDESK FOR ANY FURTHER ADVICE.**