



PICA-Service APPLICATION FORM

Tenant Details

Full Name	
Company Name (if applicable)	
Address of Premises	
Contact Address (if different)	
Email Address	
Premises Landline Number	
Mobile Number	

Landlords Details

Full Company Name	
Full Name of Company Representative (if applicable)	
Address of Company	
Address of Company Representative (if different)	
Contact Email	
Contact Phone Number	

Please use the following pages to complete your Statement of Complaint. The complaint should be no more than 10 pages of A4, in font size 10 or greater. Appendices are permitted, where necessary, please number them and reference within the main document. A copy of the PICA-Service Procedure can be found at www.picaservice.com.

PICA-Service – Tenant Statement of Complaint

Parties

Tenant:

Landlord:

Premises Name & Address:

Agreement details (Lease/Tenancy, Duration, Start/End Dates – plus any other relevant details)

Background

Complaint

Summary *(including which Codes you feel have been breached)*

Claim Amount(s)