

ENQUIRY FORM

To start an Enquiry, please complete and submit this form. HousingLawDirect will send you a quotation (price, timescale and name of barrister) for providing an answer. Submitting this form does not oblige you to take any further action. Neither you nor your organisation will be committed to accept any quotation. No costs will be incurred unless and until you do accept a quotation.

1. YOUR DETAILS

Name

Employer

CIH Membership No.

CIH Membership Grade

Telephone No.

Email address

Date

2. YOUR ENQUIRY

Set out the question(s) that you want to have answered, and provide as much explanatory information as possible in order that we may answer it/them

Please set out your enquiry in the box on the next page

3. COPY DOCUMENTS

If you think that we will need to see copy documents at this stage (to give a quotation etc.), then please indicate below what copy documents you are providing and how you will be sending them.

IMPORTANT: You must not send original documents. HousingLawDirect and Arden Chambers have no facilities for receiving, handling, storing, or otherwise dealing with original documents and accept no liability for them. Copy documents sent will not be returned unless specifically requested.

Post Fax Email

- (i) Occupation agreement
- (ii) Notices
- (iii) Pleadings
- (iv) Witness statements
- (v) Court orders (including possession orders)
- (vi) Other Court papers
- (vii) File Notes
- (viii) Correspondence
- (ix) Other (*specify below*)

Please list any additional documents in this box

4. BARRISTER

If you have a preference for the barrister at Arden Chambers you would like to provide the answer to your enquiry, please insert her/his name in the box below (We will do our best to comply with a preference but cannot guarantee the availability of an individual barrister)

If you have any problems completing or submitting this form, please contact Umo Young on 020 7242 4244 or by email at umo.young@ardenchambers.com

It may take a few minutes for this form to submit. Please do not press submit more than once.

On receipt of your form, we will save it and send a copy back to you for your records

HLD use only

HLD REF