

# FILING INSTRUCTIONS

## RELEASE 62

Below are the filing instructions for Release 62 of *Handbook of Rent Review*. Please remove and discard the specified old pages and insert the new ones as indicated below. However, before filing this release, please ensure that Release 61 has been filed. The filing record card indicates details of the most recently filed release.

Remember to look at the illustrated filing guide at the end of the Service Information section if you have any difficulty filing in the new pages.

The checklist (which you will find behind these filing instructions) contains a complete list of pages your looseleaf should contain after you have filed this release.

For the most up-to-date version of these filing instructions, please visit [www.sweetandmaxwell.co.uk/catalogue/looseleafs](http://www.sweetandmaxwell.co.uk/catalogue/looseleafs).

### VOLUME 1

	<i>Remove old pages</i>	<i>Insert new pages</i>
<b>Preliminary pages</b>		
	Filing Instructions 1 to 2 Checklist 1 to 2	Filing Instructions 1 to 2 Checklist 1 to 2
<b>Service Information</b>		
	i to iv Service Information 1 to 6 Missing Pages Request Form	i to iv Service Information 1 to 6 Missing Pages Request Form
<b>Tables</b>		
<i>Please insert each Supplementary Table before the corresponding Main Table.</i>		
<b>Supp Table of Cases</b>	—	1 to 2
<b>Supp Table of Statutes</b>	—	1 to 2
<b>Table of SIs</b>	—	1 to 2
<b>Index</b>		
<i>Please insert the Supplementary Index before the Main Index.</i>		
<b>Supp Index</b>	—	1 to 2
<b>Chapter 2</b>		
	201 to 202 211 to 214 217 to 218/2 227 to 228 231 to 232	201 to 202 211 to 214/2 217 to 218/2 227 to 228/2 231 to 232/2
<b>Chapter 3</b>		
	301 to 302/2 305 to 306 313 to 314 361 to 362 369 to 370	301 to 302/2 305 to 306/2 313 to 314/2 361 to 362/2 369 to 370
<b>Chapter 6</b>		
	611 to 614	611 to 614/2
<b>Chapter 7</b>		
	715 to 716	715 to 716/2

	<i>Remove old pages</i>	<i>Insert new pages</i>
<b>Chapter 8</b>	811 to 812	811 to 812/2
<b>Chapter 11</b>	1101 to 1166	1101 to 1174
<b>Chapter 17</b>	1701 to 1704	1701 to 1706
<b>Chapter 20</b>	2011 to 2014	2011 to 2014/2
<b>RICS Guidance Notes and Commentary</b>	[TOC GN]-1 to [TOC GN]-2 GN923 to GN926 GN999 to GN9100 GN01 to GN102	[TOC GN]-1 to [TOC GN]-2 GN923 to GN926/2 GN999 to GN9100/2 —

**You have now finished filing Volume 1**

**VOLUME 2**

<b>Digest of Cases</b>		Digest of Cases 1 to Digest of Cases 14
	DC1 to DC18	
	DC115 to DC116	DC115 to DC116/2
	DC153 to DC154	DC153 to DC154/4
	DC167 to DC170	DC167 to DC170/2
	DC321 to DC324	DC321 to DC324/6
	DC331 to DC332	DC331 to DC332/4
	DC477 to DC478	DC477 to DC478/4
	DC491 to DC492	DC491 to DC492/4
	DC633 to DC636	DC633 to DC636/2
	DC709 to DC710	DC709 to DC710/2
	DC743 to DC744	DC743 to DC744/2
	DC765 to DC768	DC765 to DC768/4

**You have now finished filing the release**