

Proof of Rent Form

This form should be completed and signed by the landlord or landlord's agent.

We have received a claim for Housing Benefit from your tenant.

Before we can calculate any entitlement we require details of the rent charged and any amenities included in the rent.

Part 1 - General details
Name of tenant(s):
Tenant(s) address:
Rent account/reference (if applicable):
Name of landlord:
Landlord address:
Contact telephone number:
Agent name (if applicable):
Agent address:

Part 2 – About the tenancy
Has the property been subject to a Resettlement Grant paid under the Job Seekers Allowance Act 1995 to provide supported housing? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you or someone on your behalf provide support/services for the tenant(s) under a valid Community Care Assessment issued by Social Services? Yes <input type="checkbox"/> No <input type="checkbox"/>
How many designated bedrooms does this property have?
Is this a joint tenancy? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, gives names of all joint tenants:

Part 2 – About the tenancy

Is the Landlord or Landlord's partner related to the tenant(s) or tenant(s) partner?

Yes No

If yes, please state relationship:

Is there a formal written tenancy agreement?

Yes No

If yes, please provide the latest tenancy agreement.

If no, please state the type of agreement:

Please state the type of tenancy? (Shorthold/Assured/Shared Ownership/Licence/Other)

Period of Tenancy? (6 months, 1 year etc.)

Date Tenancy commenced?

Date tenant moved in?

Is the property furnished by you?

Yes No

If yes, please state what furniture is provided:

Part 3 – The rent

What is the full amount of rent being charged? £

How is the rent payable? (weekly/fortnightly/four weekly/calendar monthly or other)

Give details:

Do you have any weeks when rent is not charged? (such as rent-free weeks)?

Yes No

If yes, please give dates of rent free weeks in the current financial year:

Has the rent officer registered a fair rent?

Yes No

If yes, please supply the registration notice

Date of last rent increase (if applicable):

Does the rent include any of the following services/amenities? Yes No

If yes, please tick the appropriate box and state how much is included towards each service provided:

Water <input type="checkbox"/>	£
Heating <input type="checkbox"/>	£
Hot water <input type="checkbox"/>	£
Fuel for cooking <input type="checkbox"/>	£
Lighting of tenants room <input type="checkbox"/>	£
Lighting of common areas <input type="checkbox"/>	£
Cleaning of tenants room <input type="checkbox"/>	£
Cleaning of common areas <input type="checkbox"/>	£
Washing/laundrying <input type="checkbox"/>	£
Laundry facilities <input type="checkbox"/>	£
Emergency alarm <input type="checkbox"/>	£
Garage <input type="checkbox"/>	£
Telephone <input type="checkbox"/>	£
TV/video/satellite <input type="checkbox"/>	£
Lift <input type="checkbox"/>	£
Furniture <input type="checkbox"/>	£

Meals:

- Breakfast - £
- Part board - £
- Full board - £

(Please specify any other services included and amounts payable):

Does the rent include amount(s) not already identified, for general counselling and support services provided by you (the landlord) or someone on your behalf?

Yes No

If yes, a further form will be sent to you to verify what general counselling and support services are included.

Please complete the following to show the latest position of the rent payments:

Date rent due to be paid:

Date of last payment:

And the amount paid (£):

Current amount of any rent arrears owing (£):

Declaration

Please read the declaration below very carefully before signing the form

I understand that:

- If I give information that is incorrect or incomplete, the council may take legal action against me and will get back any benefit I have been overpaid.
- The council may use the information I have provided to process the tenant's claim for Housing Benefit/Council Tax Benefit. The council may check some of the information with other sources within the council, the Rent Service, other councils, The Department for Work and Pensions and Her Majesty's Revenue & Customs and other organisations, if the law allows this.
- I know I must tell the Benefit Section in writing about any changes in the tenant's circumstances that might affect his/her claim.

I declare the information I have given on this form is correct and complete.

Signature of landlord/agent:

Date:

This completed form should be returned to:

Benefit Section, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN

If you have any questions about completing this form please contact us on 01480 388308 or benefit@huntingdonshire.gov.uk

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