



Rent Proof Form

If you do not want your landlord to know you are claiming benefit you do not need to have this form completed. You **must** supply original proof of your rent, such as a rent book, rent receipts or tenancy agreement. If you want or need your landlord to complete this form to confirm your rent please fill in your name and address and hand it to them.

To the landlord: Please help your tenant in his or her claim for Housing Benefit by completing this rent proof form with the details of the tenancy and accommodation.

If your tenant has also given you their completed claim form please send the form to us immediately. If there is any delay they may lose benefit.

Tenant's name:

Tenant's address:

Description of accommodation:

Room or flat no:

Date tenancy started: / /

Date tenant occupied: / /

Do you have an agreement with your tenant to review the rent annually? Yes No

What was the date of the last increase? / /

If **Yes** what is the date of the next review? / /

Amount of rent payable: £ due every: (week/month etc.)

If a joint tenant please state name(s) of co-tenant(s)

Total rent for whole accommodation: £ due every:

Are there any rent arrears? Yes No

If **Yes** please state the amount: £ for the period:

Services:

Does the rent include gas? Yes No

Does the rent include electricity? Yes No

Does the rent include water rates? Yes No

If **No** to any of the above please advise how that service is paid for:

Gas Electricity Water Rates

If **Yes** to any of the above please advise the cost of each service for this tenant:

Fuel for heating: Fuel for lighting:

Fuel for hot water: Fuel for cooking:

Water Rates: Laundry:

Other (please state) £ for

£ for

£ for

£ for



Rent Proof Form (Continued)

Is the accommodation furnished? Yes No Partly

Does the rent include meals? Yes No

If **Yes** please state which meals: Bed & Breakfast Part board
 Full board (full board includes 3 meals per day)

Does the rent include Council Tax? Yes No

If **Yes** please state how much? £ per

Does the rent include a garage? Yes No

Is this on a separate agreement? Yes No

If **Yes** please state how much £ per

Name of landlord:

Address of landlord:

Telephone number:

Name of agent:

Address of agent:

Telephone number:

Name of the last tenant for this accommodation:

Date the last tenant vacated: / /

Please read the declaration carefully before signing:

I/we declare that I am/we are the landlord or agent(s) acting for the landlord stated on this form.

I/we declare that the information I/we have given on this form is true and correct.

I am/we are aware that I/we should notify Plymouth City Council if I/we become aware of any changes in circumstances of my/our tenant(s).

I/we understand that any tenancy agreement is between myself/ourselves and the tenant and that the Council is not responsible for any rent that Housing Benefit does not cover. This remains the responsibility of the tenant.

Landlords signature:

Date: / /

Agent's signature:

Date: / /

Remember giving false information may result in prosecution