

RENT PROOF FORM

Housing Benefit



If you don't want your landlord to know you're claiming benefit you don't need to have this form completed. You must supply original proof of your rent, such as an up-to-date rent book, recent rent receipts or an in-date 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.

Tenant's name: _____

Tenant's address: _____

TO THE LANDLORD

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

Type of accommodation: _____ Room or flat number: _____

Date tenancy started: _____ Date tenant occupied: _____

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

Date of the last increase: _____ Date of the next review: _____

Tenant's rent amount: _____ due weekly due monthly

Name(s) of co-tenant(s) if joint tenancy: _____

Rent for whole property: _____ due weekly due monthly

Services

Does the rent include any of the following services? If it's not included please say how it's paid for.

Gas Yes No If no, how is this paid: _____

Electricity Yes No If no, how is this paid: _____

Water Yes No If no, how is this paid: _____

If you answered 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 _____ Laundry _____

Other service charges included in the rent. Please advise the amount and what it's for.

Is it furnished? Yes No Partly

Are meals included? Part board Full board (3 meals/day) Bed and breakfast No

Is Council Tax included? Yes No Amount: _____ due weekly due monthly

Is a garage included? Yes No Is this on a separate agreement? Yes No

Amount: _____ due weekly due monthly

Landlord's name: _____

Landlord's address: _____

Email: _____ Phone: _____

Agent's name: _____

Agent 's address: _____

Email: _____ Phone: _____

Name of last tenant at property: _____ Date they 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 the 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.

Landlord's signature: _____ Date: _____

Agent's signature: _____ Date: _____

Giving false information may result in prosecution