

Landlord Declaration

FOR YOUR LANDLORD TO COMPLETE ONLY IF YOU HAVE NOT GOT A FORMAL TENANCY AGREEMENT

This form will not be accepted as proof of rent if it has been changed, tampered with or if any parts of the form have been completed by anyone other than the landlord or landlord's agent.

Tenant's name

Address

Are you, your partner or any of your partner's children related to your tenant or your tenant's partner?

(Related includes - related by marriage, civil partnership, even if ended, e.g. ex wife, husband, civil partner, aunt, uncle, sibling, parent, son or daughter in law or step child.)

Yes No

What is the relationship?

What date did the tenant move in?

 / /

What date did the tenancy start?

 / /

Length of tenancy?

How much is the rent and frequency?

(This should include any services you expect your tenant to pay under the terms of the tenancy.)

Are there any rent arrears?

Yes No

Date last paid

If yes, how much?

£

 / /

When is the next rent increase due?

 / /

Please name any other joint tenants at the property.

What is the total rent paid by all tenants?

£

Is the accommodation furnished by you? No

If yes, is the accommodation

Yes

Fully furnished Partly furnished Minimally furnished

The Accommodation

Please fully complete the table below.

Type of room	Number in building	Number used solely by this tenant	Number shared with other tenants/landlord
Bedsitting room			
Bedrooms			
Living room			
Kitchen			
Kitchen / Diner			
Bathroom			
Toilet			
Bathroom / Toilet			
Other rooms			

Landlord Declaration contd.

Services

(a) How does your tenant pay for the following services? Please tick appropriate box for each service.

	Is the service included in the rent you charge?		Do they pay by meter?		Do they receive a bill from the supplier?		Do they pay extra on top of their rent for any of these services?		If yes please state the amount payable and frequency paid
Water Rates	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£
Cooking	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£
Heating	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£
Hot Water	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£
Lighting	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£

(b) Do you provide your tenant with meals? Yes No

If yes, please tick which meals you provide:

Breakfast Lunch Evening meals

(c) Does your tenant's rent include any of the following? Please tick yes or no to each question.

Personal laundry service	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provision of an emergency alarm	Yes <input type="checkbox"/>	No <input type="checkbox"/>
General counselling or other support service	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Landlord's Declaration

I declare that the information I have given is true. I understand that to provide false information or to contrive a tenancy with a tenant in order to obtain Housing Benefit is a criminal offence. To do so could result in prosecution and recovery of any benefit granted.

Data Protection

The information declared on this form will be used to assess entitlement to Housing and Council Tax Benefit for the applicant and in the recovery of overpaid Housing and Council Tax Benefit.

You have a right of access to the information that this Council holds about you. To request this please write to Data Protection Office, Town Hall, Castle Circus, Torquay TQ1 3DR.

We must protect the public funds we handle and so may use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations that handle public funds.

I understand that:

- I can be prosecuted if I accept benefit I know I am not entitled to.
- I must tell the Housing Benefit Section of any change in the rent.
- I must notify any changes in circumstances of my tenant that I know.
- The Council may recover any overpayment direct from the landlord or the tenant.
- I have read and understood the instructions given on this page.
- If I am receiving Housing Benefit payments on behalf of my tenant, I undertake to repay, on request, any overpaid Housing Benefit to Torbay Council. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

Signature

Date

 / /

Name

Address

Postcode