

# 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**

- 1. Has the property been subject to a Resettlement Grant paid under the Job Seekers Allowance Act 1995 to provide supported housing? Yes/No
- 2. 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/No
- 3. How many designated bedrooms does this property have?
- 4. Is this a joint tenancy? Yes/No  
If yes, gives names of all joint tenants:  
.....
- 5. Is the Landlord or Landlord's partner related to the tenant(s) or tenant(s) partner? Yes/No  
If yes, please state relationship:.....
- 6. 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:.....
- 7. Please state the type of tenancy? (Shorthold/Assured/Shared Ownership/Licence/Other) .....
- 8. Period of Tenancy? (6 months, 1 year etc.).....
- 9. Date Tenancy commenced?.....
- 10. Date tenant moved in? .....
- 11. Is the property furnished by you? Yes/No  
If yes, please state what furniture is provided:.....  
.....

**Part 3: The Rent**

- 1. What is the full amount of rent being charged? £.....
- 2. How is the rent payable? (e.g. Weekly/fortnightly/four weekly/calendar monthly or other)  
Give details:.....
- 3. Do you have any weeks when rent is not charged? (e.g. Rent-free weeks) Yes/No  
If yes, please give dates of rent free weeks in the current financial year:  
.....
- 4. Has the rent officer registered a fair rent? Yes/No  
If yes, please supply the registration notice
- 5. Date of last rent increase (if applicable) ...../...../.....

6. 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:

<input type="checkbox"/> Water	£.....	<input type="checkbox"/> Heating	£.....
<input type="checkbox"/> Hot Water	£.....	<input type="checkbox"/> Fuel for Cooking	£.....
<input type="checkbox"/> Lighting of Tenant's Room	£.....	<input type="checkbox"/> Lighting of Common Areas	£.....
<input type="checkbox"/> Cleaning of Tenant's Room	£.....	<input type="checkbox"/> Cleaning of Common Areas	£.....
<input type="checkbox"/> Washing/ Laundering	£.....	<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	£.....

Meals:

Breakfast    £.....     Part Board    £.....     Full Board    £.....

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

7. 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.

8. 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:

Tel 01480 388308 or Email: [benefit@huntingdonshire.gov.uk](mailto:benefit@huntingdonshire.gov.uk)

### Data Protection Policy – Privacy Disclaimer – Fair Processing Notice

The information collected by Huntingdonshire District Council on this form and from supporting evidence including when you email us, will be used to process your Housing and/or Council Tax Benefit claims. The information may be passed to The Department for Work and Pensions and the Inland Revenue as permitted by law. We may check information provided by you, or information about you provided by someone else, with other information held by us. We may also get information from certain third parties, or give information to them to check accuracy of the information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include government departments and other councils. Huntingdonshire District Council is registered under the Data Protection Act 1998. This allows it to process personal data in performing its lawful business. Information held by the Council, including personal data you provide now or in the future, will be processed in compliance with data protection principles. Your personal data may be used to manage, monitor, improve and promote the Council's services. To protect public funds it may also be shared with other persons or bodies to prevent and detect fraud. Further details are available on the Council's website [www.huntingdonshire.gov.uk/privacy](http://www.huntingdonshire.gov.uk/privacy) If you have concerns about the processing of your personal data by the Council you may contact the Data Protection Officer at Pathfinder House, Huntingdon, Cambridgeshire PE29 3TN or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.