

LANDLORD'S FORM

Your landlord should fill in this form.
Please give the following details. Please tick 'Yes' or 'No' questions.

Housing Benefit case reference

Your Tenant's
name and address

Owners name and
address

Phone Number

E-mail
Address

Agents name and
address

Phone Number

E-mail
Address

ABOUT THE TENANCY

How much is the Rent?

£

What period does the rent cover
(e.g. every week, every calendar month
or every four weeks)?

Every

Name of all tenants on tenancy agreement

What date did the tenancy begin?

/

/

What date did the tenant move in?

/

/

Length of tenancy agreement

Type of tenancy agreement (e.g. shorthold)

Is either landlord or partner related to
the tenant?

Yes

No

If 'Yes' what is the relationship?

ABOUT THE ACCOMMODATION

What sort of building does the tenant live in? Please tick

House Bungalow Maisonette Detached Semi-detached
 Flat Room or Rooms Caravan / Mobile Home

Other (Please give details.)

How many Floors are there in the building?

	Living Rooms	Bedrooms	Bedsit Rooms	Kitchens	Bathrooms	Toilets	Other
Number of rooms in the property	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>
Number of rooms only you and your family use	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>
Number of rooms you share in the property	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>

I declare that the information given is true and complete.

Name in full

Date

Position in company

Signature

PAYING HOUSING BENEFIT

Is the tenant behind with the rent? Yes No

If 'Yes', by how many weeks?

Is a Tendring Council Deposit Guarantee scheme in place for this tenant Yes No

Did the previous tenant receive benefits? Yes No

If 'Yes', give the date they left