

Landlord or agent confirmation of rent

CLAIM REF:

This form is to be filled in and signed by whoever charges and collects the rent

Landlord's full name

Address

Agent's full name

Address

Tenant's name

Address of property being let (including position of room if applicable)

Is the tenant or anyone else in their household related to the landlord? Yes No

If 'Yes' what is the relationship?

Is there a written tenancy agreement? Yes No

If 'Yes' what type of tenancy is it?

When did the tenancy start?

When did the tenant move in?

How much is the rent? £

How often is the rent due?

Is this a joint tenancy? Yes No

If 'Yes' what are the names of all the tenants?

Is the rent fully paid up to date? Yes No

If 'No' how much is owed? £ period of arrears: from to

What was the date of the most recent rent increase?

When is the next rent increase due?

What period of notice to vacate the property is required?

Services included in the rent:

	Yes/No	Amount		Yes/No	Amount		Yes/No	Amount
Council Tax	<input type="checkbox"/>	<input type="text"/>	Hot water	<input type="checkbox"/>	<input type="text"/>	Fuel for cooking	<input type="checkbox"/>	<input type="text"/>
Water Rates	<input type="checkbox"/>	<input type="text"/>	Laundry	<input type="checkbox"/>	<input type="text"/>	Emergency alarm	<input type="checkbox"/>	<input type="text"/>
Electricity	<input type="checkbox"/>	<input type="text"/>	Garage	<input type="checkbox"/>	<input type="text"/>	Personal care	<input type="checkbox"/>	<input type="text"/>
Gas	<input type="checkbox"/>	<input type="text"/>	TV rental	<input type="checkbox"/>	<input type="text"/>	Counselling and support	<input type="checkbox"/>	<input type="text"/>
Lighting	<input type="checkbox"/>	<input type="text"/>	Cooked meals	<input type="checkbox"/>	<input type="text"/>	Room and window cleaning	<input type="checkbox"/>	<input type="text"/>
Heating	<input type="checkbox"/>	<input type="text"/>	If any cooked meals, please state which <input style="width: 250px; height: 30px;" type="text"/>					

If any other services are included in the rent, or there is anything else you need to tell us, please write the details in the space overleaf.

Additional information

Use this space to provide any extra information:

Signed _____

Date _____

Print name _____

We will use the information you have given us to process your Housing/Council Tax Benefit claim. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to. Shepway District Council is the data controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use that information, you can ask.

Office locations

Please fill in and return this form by post or in person to the Council address where the Housing Benefit claim is being made. Choose the right address from the list given below:

Ashford Borough Council Civic Centre, Tannery Lane, Ashford, TN23 1PL Phone (01233) 331 111 or visit www.ashford.gov.uk for area office details	Canterbury City Council Council Offices, Military Road, Canterbury, CT1 1YW Phone (01227) 862 000 or visit www.canterbury.gov.uk for area office details	Dartford Borough Council Civic Centre, Home Gardens, Dartford, DA1 1DR Phone (01322) 34 34 34 or visit www.dartford.gov.uk for area office details
Dover District Council Council Offices, White Cliffs Business Park, Whitfield, Dover, CT16 3PJ Phone (01304) 821 199 or visit www.dover.gov.uk for area office details	Gravesend Borough Council Civic Centre, Windmill Street, Gravesend, DA12 1AU Phone (01474) 564 422 or visit www.gravesend.gov.uk for area office details	Maidstone Borough Council Maidstone House, King Street, Maidstone, ME15 6JQ Phone (01622) 602 557 or visit www.digitalmaidstone.gov.uk for area office details
Medway Council Gun Wharf, Dock Road, Chatham, ME4 4TR Phone (01634) 306 000 or visit www.medway.gov.uk for area office details	Sevenoaks District Council Council Offices, Argyle Road, Sevenoaks, TN13 1HG Phone (01732) 227 000 or visit www.sevenoaks.gov.uk for area office details	Shepway District Council Civic Centre, Castle Hill Avenue, Folkestone, CT20 2QY Phone (01303) 853 555 or visit www.shepway.gov.uk for area office details
Swale Borough Council Swale House, East Street, Sittingbourne, ME10 3HT Phone (01795) 417 555 or visit www.swale.gov.uk for area office details	Thanet District Council PO Box 9, Margate, CT9 1XZ Phone (01843) 577 000 or visit www.thanet.gov.uk for area office details	Tonbridge and Malling Borough Council Gibson Building, Gibson Drive, Kings Hill, West Malling, ME19 4LZ Phone (01732) 844 522 or visit www.tmbc.gov.uk for area office details
	Tunbridge Wells Borough Council Town Hall, Mount Pleasant Road, Tunbridge Wells, TN1 1RS Phone (01892) 526121 or visit www.tunbridgewells.gov.uk for area office details	