

Rent details

Housing and Council Tax Benefit

If you are a private or housing association tenant, you and your landlord should fill in this form to confirm your rent details.

1 To be filled in by the tenant

Your name

Are you or your partner aged 60 or over?

Yes No

Your partner's name

Your telephone number

Address

(State flat or room number)

Tenancy start date

Type of tenancy

Previous address

How long is the tenancy for?
 Period of notice required

How much is the gross rent?

How often do you pay this?

Weekly Fortnightly 4-weekly Calendar monthly

Are you a joint tenant?

Yes No

If Yes, who with?

Are you or any household members related to your landlord?

Yes No

If Yes, give details

Please sign the declaration in section 3 and ask your landlord to fill in section 2.



2 To be filled in by the landlord or agent

Landlord's name

Agent's name

Landlord's address

Agent's address

Postcode

Postcode

Please list the services that are included in the rent. For example if water charges are not paid by the tenant the rent must include an amount for this service.

Service	Amount per week

Service	Amount per week

Are the details given about the tenancy by the tenant in section 1 correct? Yes No

Please sign the declaration in section 3.

3 Declaration to be signed by tenant and landlord or agent

Please sign below to confirm the details given on this form are correct.

Tenant's signature

Date

Landlord's or agent's signature

Date

Please stamp the box with your official company stamp if you have one or attach to this form a note on your company's headed paper.

Company stamp

Please take this completed form to your local benefit office or Customer Service Centre, or send it by post to:
City Treasurer, PO Box 103, Sunderland West LDO, Sunderland SR2 8YH