

Housing Benefit – Proof of Rent

This form must be fully completed by the landlord/landlady or agent. We cannot accept this if it has been completed by the tenant.



Tenants name

Tenants address

When did your tenant move it?

How much is the rent?

How often is the rent due?

Daily Weekly
 Fortnightly 4 weekly
 Calendar monthly Quarterly

When did the tenancy begin?

When does the tenancy end?

When did the last rent increase occur?

Does your tenant have any rent free weeks?

Yes No

If yes, which weeks?

Does your tenant have any rent arrears?

Yes No

If yes, how much?

Please confirm over what period these arrears have accumulated

What is included in the rent? (please tell us the cost of charges where you know them)

Council Tax Yes No £
 Water rates Yes No £
 Cleaning of your rooms Yes No £
 Warden services Yes No £
 Emergency alarm Yes No £
 Personal care Yes No £
 Counselling and support Yes No £
 Lighting Yes No £
 Heating Yes No £
 Hot water Yes No £
 Fuel for cooking Yes No £
 Laundry Yes No £
 Meals Yes No £

Which meals are included?

Breakfast Lunch Evening meal

Does the rent include service charges for communal/shared areas?

Yes No

If yes, please tell us the amounts

Heating common areas £ Lighting common areas £
 Cleaning common areas £ Laundry facilities £
 Gardening £ Other charges £
 Please specify

We need to know which rooms your tenant has sole use of, which they share and how many rooms in the whole building

	No. of rooms in the property	No. of rooms used by your tenant and family	No. of rooms shared with other households
Living rooms			
Bedrooms			
Bed-sitting rooms			
Kitchens			
Bathrooms			
Toilets			
Other			
Total rooms			

What type of accommodation is the tenant paying for?

Room only with shared facilities

If yes, where is the room located in the property?

Front Middle Back

If no, is the property a

Detached house

Semi-detached house

Terraced house

Flat in a house

Studio flat

Flat in a block

Bed sit

Flat over a shop

Maisonette

Caravan/mobile home

Hostel

Other (please specify)

How many floors are there in the whole building?

We need to know which floor your home is on:

Basement Ground

First Second

Third Other

What type of tenancy does the tenant hold?

Is the accommodation rented as?

Fully furnished

Partially furnished

Minimally furnished

Does the tenant have use of a garage?

Yes No

If yes, is it by their choice?

Yes No

Is the tenancy solely in the name of the tenant on page 1 of this form?

Yes No

If no, please give names of other tenants

Are you or your partner related to the tenant, tenants partner, or any member of the tenants family?

Yes No

If yes, what is the relationship?

Are you the owner of the property?

Yes No

If no, please give the name and address of the owner and your interest in the property.

Landlord/Landlady/Agents name

Landlord/Landlady/Agents address

Declaration

I undertake to inform Bracknell Forest Council, Benefits department if the tenant changes their accommodation. This includes changes of flat/room at the same address.

Landlord/Landlady/Agents signature

Date