

**Rent Proof – To be completed by the landlord / agent only**

For office use only
Logged:
<b>Office Stamp</b>
Reference:

Tenant's full name			
Tenant's address including postcode and room number			
Landlord / Agent name			
Landlord / Agent address			
E-mail address			
Phone number - Home		Mobile	
<b>Property owner details (if different)</b>			
Name			
Address			

Are you or your partner related to the tenant, their partner or any of their children?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you live in the same building as your tenant?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Have you issued a written tenancy agreement?	Yes <input type="checkbox"/> No <input type="checkbox"/>	What type of tenancy?	
		Period of tenancy?	
When did this tenancy start?		What date did the tenant move in?	
How much is the rent?	£	How often?	Week / month / 4 weeks / quarter / annual

Which type of accommodation do you live in? (tick one applicable)							
House	<input type="checkbox"/>	Flat	<input type="checkbox"/>	Room/rooms in a house	<input type="checkbox"/>	Other: give details	<input type="checkbox"/>

Is the property let as: (Please tick box that applies)      Unfurnished       Furnished

Does the rent include any of the following?			
	Yes	No	How much
Garage or parking space			£
Personal Care & Support			£
Emergency alarm system			£
<b>Meals:</b>			
Breakfast			£
Lunch			£
Evening meal			£

How many rooms in the property that are just for the tenant's household to use?	
Bedrooms	
Living rooms	
Dining rooms	
Kitchens	
Bathrooms	
Other rooms for living	

**Payment of Housing Benefit can usually only be made to your tenant.**

In some circumstances we can make direct payments to you.

Examples would include where:

- Your tenant is likely to have difficulty managing their finances
- Direct payment would help to secure or retain the tenancy
- It is unlikely your tenant will pay their rent
- Your tenant is in rent arrears of 8 weeks or more – direct payment is then normally mandatory.

If they have arrears of less than eight weeks do not delay until then to request direct payment.

If you believe any special circumstances apply and you would like payment direct, please give brief reasons here.	
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We may need to ask you for more information or verification. If we decide that payment can be made to you we will make payment directly to your bank account. Please fill in the details below.

Name of Bank / Building Society:																	
Address of Bank / Building Society:																	
Name of account holder:																	
Your account number:	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																
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**Declaration - Please read the statements carefully & sign below.**

**I understand the following:**

- I am the landlord / agent for the tenant named on this form.
- The information I have given on this form is correct and complete.
- If I give information that is incorrect or incomplete, you may take action against me; this could include prosecution.
- You will use the information I have provided to process my tenant’s claim for Housing Benefit.
- Exeter City Council is under a duty to protect the public funds it administers, and to this end, may use information I provide for the prevention and detection of crime. It may also share this information with other bodies responsible for auditing or administering public funds, who may in turn share the information with organisations including credit reference agencies, to check the accuracy of the information, prevent or detect crime and to protect public funds.

**I know** I must let Exeter City Council know promptly if the tenant changes rooms or vacates the accommodation or I am aware of any relevant change in circumstance.

<b>Your signature:</b> .....	<b>Date:</b>
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**PLEASE DO NOT DELAY IN RETURNING THIS FORM  
CONTACT US IF YOU ARE HAVING DIFFICULTY COMPLETING THE FORM**