

**RENT PROOF** – to be completed by the Landlord only

**Claim Reference:**



Full name of your tenant or boarder												
Tenant's address - room number & postcode												
How many floors are there in the property?												
Which floor is their home on?	Basement	<input type="checkbox"/>	Ground	<input type="checkbox"/>	First	<input type="checkbox"/>	Second	<input type="checkbox"/>	Third	<input type="checkbox"/>	All	<input type="checkbox"/>

How much rent do you charge?	£			How often is this amount due?			
When did you start charging this rent	/	/	/	Every week	<input type="checkbox"/>	Fortnightly	<input type="checkbox"/>
When did the tenancy start	/	/	/	Every four weeks	<input type="checkbox"/>	Every month	<input type="checkbox"/>

Are tenants jointly liable for the rent? Yes  No  | If Yes how many joint tenants?

What is the total rent for this property?	£					
Are there any rent-free weeks?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If Yes how many	<input type="text"/>

If your tenant's rent includes money for any of the following, tick the correct boxes and fill in the amount.

	Yes	No	If Yes how much?		Yes	No	If Yes how much?
Water charges			£	Laundry			£
Cooking			£	Garage or parking space			£
Heating			£	Cleaning shared areas			£
Lighting their home			£	Council tax			£
Hot water			£	Other			£

Does the rent include provisions for general counselling and support? Yes  No   
 If Yes how much is included in the rent for it? £  every

	Living Room	Bedrooms	Bedsits	Kitchens	Bathrooms	Separate Toilets	Other	Total
How many of these rooms in the whole property?								
How many for this tenant and their family only?								

Does your tenant share a room? Yes  No  | If Yes how many beds are there in the room

Does the rent include the provision of meals?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
If Yes which meals	Breakfast	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Evening meal	<input type="checkbox"/>
Are you related in any way to the tenant or a member of their household / family? If Yes How are you related and to whom?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

**Declaration**

The information I have given on this form is true and complete. You can make any enquiries you need to check the details. I will notify Exeter City Council promptly if the tenant changes rooms or vacates the accommodation or I am aware of any changes in circumstance.

**I have read and understand the above declaration**

I am the Landlord and owner of the above property Yes  No  If No \*  
 \* I act as agent for the Landlord and owner of the above property – see section below Yes  \*

Landlord /Agents name (please print)			
Landlord / Agent's Signature			
Date:	/	/	Phone number
Landlord / Agent address			

\*Please provide the Landlord's details – We cannot process the claim without this

* Landlord and Owner's Name	
* Landlord and Owner's Address	