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 ☐ Ground ☐ First ☐ Second ☐ Third ☐ All ☐

How much rent do you charge?	£	How often is this amount due?	
When did you start charging this rent	/ /	Every week	Fortnightly
When did the tenancy start	/ /	Every four weeks	Every month

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 ☐ No ☐ If *Yes* how many

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 ☐ No ☐
If *Yes* which meals	Breakfast ☐ Lunch ☐ Evening meal ☐
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 ☐ No ☐

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	