

PROOF OF RENT FORM
TO BE COMPLETED BY THE LANDLORD IN BLACK INK

IF YOUR LANDLORD HAS NOT PROVIDED YOU WITH A WRITTEN TENANCY AGREEMENT AND/OR A RENT BOOK SHOWING FULL DETAILS OF THE CONDITIONS OF YOUR TENANCY, PLEASE ASK HIM TO COMPLETE THIS FORM AS PROOF OF RENT PAID AND/OR OUTSTANDING. IF YOU WISH PAYMENTS TO GO DIRECT TO YOUR LANDLORD THEN THIS FORM **MUST** BE COMPLETED.

Name of Tenant[s].....(please use BLOCK CAPITALS)

[PLEASE INCLUDE THE NAMES OF ANY JOINT TENANTS IF APPLICABLE]

Address of Tenant.....

Name and
Address of Landlord.....

Name and
Address of Agent (if any).....

Date actual occupation commenced (if known)...../...../.....

Date tenancy commenced...../...../..... Nature of tenancy.....e.g. shorthold, licence,etc

Please state briefly what furniture you supply.....

Has the Rent Officer registered a fair rent?.....

How much rent is the tenant charged (including HB)?£.....

please state if it is weekly, four weekly,calendar month.....If other give details.....

*Does the tenant pay seperately for any of the
Following e.g. by separate bills, through a meter,
lump sums to you (apart from the rent) etc.*

*Which of the following bills do you pay? Please tick
and state how much is included in the rent, towards
each service provided.*

Paid by the tenant (by meter or bill)

Included in rent charged to tenant/boarder

Council Tax Yes No

Council Tax £.....

Water Charges Yes No

Water Charges £.....

Heating Yes No

Heating £.....

Hot Water Yes No

Hot Water £.....

Lighting Yes No

Lighting £.....

Cooking Yes No

Cooking £.....

Cleaning Yes No

Cleaning £.....

Meals Yes No

Meals £.....

Any other services Yes No

Any other services £.....

Please complete the following to show the latest position of the rent payments

Date Rent Due	Amount of Rent Due	Amount of Rent Paid	Accumlated Arrears	Comments

Signed.....(signature of landlord/agent) Date...../...../.....

Signed.....(signature of tenant) Date...../...../.....

IF THE TENANT HAS REQUESTED PAYMENT OF RENT ALLOWENCE DIRECT TO YOURSELF PLEASE SIGN THE FOLLOWING.

I agree to accept Housing Benefit due to the above named tenant directly from Westmorland and Furness Council and understand that:-

I must tell the Housing Benefit Office of any changes in the housing costs.

I must tell the Housing Benefit Office of any changes in the tenants circumstances of which I am made aware of and which may affect entitlement to Benefit.

I UNDERSTAND I MAY BE ASKED TO REPAY ANY HOUSING BENEFIT WHICH IS OVERPAID TO ME, TO WHICH THE TENANT IS NOT ENTITLED.

I understand that under changes made to the Social Security Administration Act overpaid benefit may be recovered from the Benefit paid to me in respect of any other tenant(s).

Landlord's Signature.....Date.....

<p>FAILURE TO NOTIFY CHANGES IN THE CIRCUMSTANCES OF YOUR TENANT(S) OF WHICH YOU ARE AWARE MAY LEAD TO PROSECUTION. PLEASE HELP US BY NOTIFYING ANY SUCH CHANGES IMMEDIATELY THEY ARE BROUGHT TO YOUR ATTENTION</p>
