

# Proof of Rent Form

This form should be completed and signed  
by the Landlord or Landlord's Agent

We have received a claim for Housing Benefit from your tenant.

Before we can calculate any entitlement we require  
details of the rent charged and any amenities included in the rent.

## Part 1: General Details

Name of Tenant(s)	
Tenant(s) address	
Rent Account/Reference (if applicable)	

Name of Landlord	
Landlord Address	
Contact Telephone number	
Agent Name (if applicable)	
Agent Address	

**Part 2: About the Tenancy**

- 1. Has the property been subject to a Resettlement Grant paid under the Job Seekers Allowance Act 1995 to provide supported housing? Yes/No
- 2. Do you or someone on your behalf provide support/services for the tenant(s) under a valid Community Care Assessment issued by Social Services? Yes/No
- 3. How many designated bedrooms does this property have?
- 4. Is this a joint tenancy? Yes/No  
If yes, gives names of all joint tenants:  
.....
- 5. Is the Landlord or Landlord's partner related to the tenant(s) or tenant(s) partner? Yes/No  
If yes, please state relationship:.....
- 6. Is there a formal written tenancy agreement? Yes/No  
If yes, please provide the latest tenancy agreement.  
If no, please state the type of agreement:.....
- 7. Please state the type of tenancy? (Shorthold/Assured/Shared Ownership/Licence/Other) .....
- 8. Period of Tenancy? (6 months, 1 year etc.).....
- 9. Date Tenancy commenced?.....
- 10. Date tenant moved in? .....
- 11. Is the property furnished by you? Yes/No  
If yes, please state what furniture is provided:.....  
.....

**Part 3: The Rent**

- 1. What is the full amount of rent being charged? £.....
- 2. How is the rent payable? (e.g. Weekly/fortnightly/four weekly/calendar monthly or other)  
Give details:.....
- 3. Do you have any weeks when rent is not charged? (e.g. Rent-free weeks) Yes/No  
If yes, please give dates of rent free weeks in the current financial year:  
.....
- 4. Has the rent officer registered a fair rent? Yes/No  
If yes, please supply the registration notice
- 5. Date of last rent increase (if applicable) ...../...../.....

6. Does the rent include any of the following services/amenities? Yes/No  
 If yes, please tick the appropriate box and state how much is included towards each service provided:

<input type="checkbox"/> Water	£.....	<input type="checkbox"/> Heating	£.....
<input type="checkbox"/> Hot Water	£.....	<input type="checkbox"/> Fuel for Cooking	£.....
<input type="checkbox"/> Lighting of Tenant's Room	£.....	<input type="checkbox"/> Lighting of Common Areas	£.....
<input type="checkbox"/> Cleaning of Tenant's Room	£.....	<input type="checkbox"/> Cleaning of Common Areas	£.....
<input type="checkbox"/> Washing/ Laundering	£.....	<input type="checkbox"/> Laundry facilities	£.....
<input type="checkbox"/> Emergency Alarm	£.....	<input type="checkbox"/> Garage	£.....
<input type="checkbox"/> Telephone	£.....	<input type="checkbox"/> TV/Video/Satellite	£.....
<input type="checkbox"/> Lift	£.....	<input type="checkbox"/> Furniture	£.....

Meals:

Breakfast    £.....     Part Board    £.....     Full Board    £.....

(Please specify any other services included and amounts payable).....

.....

7. Does the rent include amount(s) not already identified, for general counselling and support services provided by you (the landlord) or someone on your behalf? Yes/No

If yes, a further form will be sent to you to verify what general counselling and support services are included.

8. Please complete the following to show the latest position of the rent payments:

Date rent due to be paid: .....

Date of last payment: ..... and the amount paid: £.....

Current amount of any rent arrears owing: £.....

## Declaration

Please read the declaration below very carefully before signing the form

### I understand that:

- If I give information that is incorrect or incomplete, the council may take legal action against me and will get back any benefit I have been overpaid.
- The council may use the information I have provided to process the tenant's claim for Housing Benefit/Council Tax Benefit. The council may check some of the information with other sources within the council, the Rent Service, other councils, The Department for Work and Pensions and Her Majesty's Revenue & Customs and other organisations, if the law allows this.
- **I know** I must tell the Benefit Section in writing about any changes in the tenant's circumstances that might affect his/her claim.

### I declare the information I have given on this form is correct and complete.

Signature of Landlord/Agent

Date

### This completed form should be returned to:

Benefit Section, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN

If you have any questions about completing this form please contact us on 01480 388308 / [benefit@huntingdonshire.gov.uk](mailto:benefit@huntingdonshire.gov.uk)

#### Privacy Notice

##### Why are we asking for your personal information?

We require your personal data to enable us to assess your benefit claim. We need your personal data to enable us to carry out our legal obligation as laid out in the Local Government Finance Act/Social Security & Benefits Act we cannot process your request / application unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out. If all the requested information is not supplied then it is likely that we will be unable to consider your request and you will not receive any benefit to which you may be entitled.

We may automate decisions and will inform you if we have done this as soon as reasonably practicable and provide you with access to our Data Protection Policy.

You hold the following rights with regard to the personal data you provide us:

- Right to Access – You have the right to access (receive a copy) of your personal data and supplementary information.
- Right to Rectification – You have the right to have any inaccurate or incomplete personal data rectified.
- Right to object to us processing your personal data where you have an objection on "grounds relating to your particular situation".
- Right to Restriction – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if a withdrawal of consent has been made.

##### Sharing your information

We may share your personal data within internal departments of the council, local partner authorities and government departments as required. We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, law enforcement agencies, audit or other external bodies for such purposes. We participate in the government's National Fraud Initiative. If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

##### Retention of your personal information

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the council's Retention Policy on the website. We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioners Office.

You can find out more about how we handle your data by visiting the council's [Privacy Notice page](#).

If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing [infogov@3csharedservices.org](mailto:infogov@3csharedservices.org) or you can write to the council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 01480 388388.

You have the right to lodge a complaint with the Information Commissioners Office (ICO) should you believe any part of this statement to be unlawful.