

**This form is to be used when you do not have a formal tenancy agreement. Please ask your Landlord to complete and sign the form as soon as possible as we are unable to process your claim without this information.**



Tenant's Name: \_\_\_\_\_

Tenant's Address: \_\_\_\_\_

Housing Benefit Reference No: \_\_\_\_\_

What date did the tenant move in? \_\_\_\_\_

What date did the tenancy start? \_\_\_\_\_

How long is the tenancy? \_\_\_\_\_

What is the gross rent payable by this tenant? £ \_\_\_\_\_

Is this a joint tenancy? Yes / No

If yes, what percentage of the full rent does he / she pay? \_\_\_\_\_%

How often is the rent due? Weekly / Fortnightly / 4 Weekly / Calendar Monthly /

Other – please state: \_\_\_\_\_

**Does the rent include any money for the following?**

**Council Tax** Yes / No How much £ \_\_\_\_\_

**Water Rates** Yes / No How much £ \_\_\_\_\_

**Heating** Yes / No How much £ \_\_\_\_\_

**Lighting** Yes / No How much £ \_\_\_\_\_

**Hot Water** Yes / No How much £ \_\_\_\_\_

**Meals** Yes / No How much £ \_\_\_\_\_

**Fuel for Cooking** Yes / No How much £ \_\_\_\_\_

**Other Services** Yes / No How much £ \_\_\_\_\_

**Landlord's Declaration:**

I **certify** that the tenant named above has a liability to pay rent for the property described.

I **confirm** that the rent and services shown in this statement is the rent currently due and payable.

I **know** I must inform the Council of any changes in my tenants circumstances which I become aware of that might affect their claim.

I **know** that if I provide incorrect or incomplete information this may result in prosecution.

Signed \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If not signed by the owner, please state what capacity / authority the information is given.

Name of Landlord \_\_\_\_\_

Name of Agent \_\_\_\_\_

Address of Landlord \_\_\_\_\_

Address of Agent \_\_\_\_\_

**TO THE LANDLORD / AGENT:**

Please help the applicant by completing these details as soon as possible. Please return this form direct to your tenant, or post to the address below:

**Cambridge City Council  
Revenue Services  
Mandela House  
4 Regent Street  
Cambridge CB2 1BY**