

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**