

# Confirmation of Tenancy form

**Send your application in straight away, DO NOT wait for this form to be filled in.**

Tenant complete **PART 1**, then pass to your landlord, landlady or agent to complete **PART 2**.

## Part 1 - Tenant's details

Tenant's full name:

 Claim reference: *(if known)*


Address:

Postcode

## Part 2 - Landlord, landlady or agent to complete

Whose name(s) is the tenancy in?

When did the tenancy start?

When did the tenant move in?

How much is the rent?

How often is it due?

How many bedrooms in the property?

Does the rent include any payments for service charges?

No

Yes

*If "Yes" please tick which services are included in the rent, and tell us how much the tenant pays, and how often.*

Council tax	<input type="checkbox"/>	£	per
Heating	<input type="checkbox"/>	£	per
Lighting	<input type="checkbox"/>	£	per
Cleaning	<input type="checkbox"/>	£	per
Hot water	<input type="checkbox"/>	£	per
Water rates	<input type="checkbox"/>	£	per
TV license	<input type="checkbox"/>	£	per
Personal laundry	<input type="checkbox"/>	£	per
Meals	<input type="checkbox"/>	£	per
Fuel for cooking	<input type="checkbox"/>	£	per
Window cleaning	<input type="checkbox"/>	£	per
Use of a washing machine or dryer	<input type="checkbox"/>	£	per
Buildings insurance	<input type="checkbox"/>	£	per
Contents insurance	<input type="checkbox"/>	£	per
Warden services	<input type="checkbox"/>	£	per
Emergency alarm system	<input type="checkbox"/>	£	per
General counselling and support	<input type="checkbox"/>	£	per
Personal care and support	<input type="checkbox"/>	£	per

## Part 2 - Landlord, landlady or agent to complete (continued)

How is the rent to be paid?

Cash  Cheque  Standing order or direct debit

Paid in full by benefit straight into my account

Other  Please explain:

Does the tenancy agreement require housing benefit to be paid directly to you?

No  Yes

What proof of payment do you give to the tenant?

Receipt  Rent book  Statement

Other  Please explain:

Is the tenant currently behind with their rent payments?

No  Yes

By how much are they currently in arrears? £

Period the arrears cover: from:  to:

Is there any other information about the tenancy that the council should know?

Landlord/landlady's full name:

Landlord/landlady's address:

	Postcode
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Landlord/landlady's phone no.

landline:	mobile:
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Landlord/landlady's e-mail:

Agent's full name:

Agent's address:

	Postcode
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Agent's phone no.

landline:	mobile:
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Agent's e-mail:

## Part 3 - Landlord, Landlady, Agent's declaration (Tenant to countersign)

### I understand that, by law:

- I must tell you immediately if I find out about any change in the tenant's circumstances;
- You can stop payment of benefit, if I do not inform you of any change in circumstances;
- I can be prosecuted if I accept benefit when I know I am not entitled to receive; and
- If you pay me too much benefit for a tenant, I may have to repay it. You can take the amount of overpaid benefit from the benefit I receive for any tenant, this will not affect their rent.

I the undersigned have read, understand and accept the terms as above and hereby agree to accept benefit payments for the tenant named on this form.

Landlord/Landlady/Agent's signature	Print name	Date

Tenant's signature	Tenant print name	Date

### Please return this completed form to:

Shropshire Council, Revenues and Benefits, PO Box 4749, Shrewsbury, Shropshire, SY1 9GH