

Revenues and Benefits

Civic Centre
The Water Gardens
Harlow, Essex, CM20 1WG
Telephone: 01279 446633
E-mail: hdc.benefits@harlow.gov.uk

For Official Use Only	
Claim N ^o :	Date Received:

About the property you are renting

Boarders and Private Tenants ONLY

Please fill in EVERY part of this form or it will be returned to you

Last Name: Other Names:

Address:

Postcode:

Daytime Phone N^o: Evening Phone N^o:

When did you start renting your home?

When did you move to this address?

If you have not moved in yet tell us when you expect to move in, then tell us when you have actually moved in.

Does your landlord live in your home? Yes No

What is your landlords name and address?

By landlord we mean the person or organisation who owns the property you live in.

Name:
Address:

Postcode:

If your landlord has an agent, tell us their full name and address.

By agent we mean the person or organisation you actually pay your rent to.

Name:
Address:

Postcode:

Are you, your partner, or any of you or your partners children related to your landlord or agent, or to your landlords partner or the agents partner?

Yes No

What is the relationship?

Is my landlord's or agent's

Related includes related through marriage, even if the marriage has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, grandmother, son-in-law or stepdaughter.

Please give details of the proposed tenancy. You may need to ask your landlord for this information

How much is the total rent?

£

How often will you pay this amount?

Once a week

Once every two weeks

Once a month

Other (please give details)

If weekly, number of weeks (Do not include rent free weeks)

What sort of tenancy will it be?

Shorthold

Assured

Other

If Other please specify

How long will the tenancy last?

Are any services or amenities provided?

Yes

No

If yes, please give details below of services / amenities included in rent.

Laundering by Landlord Yes No

Hot Water Yes No

Heating Yes No

Water Charges Yes No

Cleaning accommodation Yes No

Gas / Electricity for cooking Yes No

Lighting of accommodation Yes No

Counselling and support Yes No

Is the accommodation furnished?

Yes

No

If Yes, is it

Fully Furnished

Partly Furnished

Does the rent include any money for meals?

Yes

No

If Yes, please indicate which meals

Breakfast

Lunch

Evening Meal

What sort of building do you live in? Tick one box only

Detached house

Flat in a house

Caravan, Mobile Home or houseboat

Semi-detached house

Flat in a block

Board or lodgings

Terraced house

Flat over a shop

Hotel

Maisonette

Bedsit or rooms

Residential nursing home

Bungalow

Hostel

Residential care home

Other

If you occupy a room or rooms please indicate the floor and location within the house?

Room(s) are located on / in the

Basement

Ground Floor

1st Floor

2nd Floor

3rd Floor

Attic

Room(s) are located at the

Front

Centre

Rear

of the property.

Does your home have central heating? Yes No

Does your home have a garden? Yes No

Has your home been built or adapted for people with disabilities? Yes No

How many floors are there in the whole building?

Which floors do you live on?

How many rooms are there in the building?	In the whole building?	Just for you and your household?	That you share with other people?
Living Rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

Will the new tenancy be a joint tenancy with any other person(s)? Yes No

If yes, please give name(s) below

Name <input type="text"/>	Name <input type="text"/>
Name <input type="text"/>	Name <input type="text"/>

- The Council requires proof of your tenancy before any payment for rent can be made. This can be provided by either of the following methods:
 - Enclosing a copy of your formal tenancy agreement.
 - Asking your landlord to complete a Landlord Declaration form.If you have difficulty in providing the proof required please contact the Benefits Office for further advice.
- Rent Officer Referral: Unless you occupy an assured or housing association tenancy, it may be necessary for the Rent Officer to visit your premises. Please make sure that he is allowed access, as this may affect your benefit.

Your signature

Date