

**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	
<b>Claim N°:</b>	<b>Date Received:</b>

**Landlord Declaration**

**Tenant's Name:**

**Tenant's Address:**

**Postcode:**  **Rent Reference:**

**Are you, your partner, or any of your or your partner's children related to your tenant or to your tenants partner?**      No       Yes

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

**What is the relationship?**

**What date did the tenant move in?**  /  /

**What date did the tenancy start?**  /  /

**How much is the rent?** £  every

(For example, every week/fortnight/4 weeks/month)

**Do you have a written tenancy agreement?**      No       Yes

**Do you have a verbal tenancy agreement?**      No       Yes

**Do you also live in the property?**      No       Yes

**Please name any other joint tenants at the property.**

**Are any of the following items included in the rent which you charge?**

Use of garage/parking spaces	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	<input style="width: 90%;" type="text"/>
Gardening	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	<input style="width: 90%;" type="text"/>
Laundry	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	<input style="width: 90%;" type="text"/>
Heating	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	<input style="width: 90%;" type="text"/>
Lighting	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	<input style="width: 90%;" type="text"/>
Hot Water	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	<input style="width: 90%;" type="text"/>

<b>Cleaning of room(s) or windows</b>	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	How much?	<input type="text"/>
<b>Cleaning of communal areas</b>	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	How much?	<input type="text"/>
<b>Fuel for cooking</b>	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	How much?	<input type="text"/>
<b>Use of telephone</b>	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	How much?	<input type="text"/>
<b>Satellite/Cable TV/TV rental</b>	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	How much?	<input type="text"/>
<b>Water charges</b>	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	How much?	<input type="text"/>
<b>Care &amp; support</b>	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	How much?	<input type="text"/>
<b>Alarm system</b>	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	How much?	<input type="text"/>

**Any other charges?** (Please state)

**Do you provide meals for your tenant?** (Please tick boxes)

**Breakfast**     **Lunch**     **Evening Meal**     **None**

**Landlord's Declaration**

I declare that the information I have given is true. I understand that to provide false information or to contrive a tenancy with a tenant in order to obtain Housing Benefit is a criminal offence. To do so could result in prosecution and recovery of any benefit granted.

**Data Protection**

The information declared on this form will be used to assess entitlement to Housing and Council Tax Benefit for the applicant, and in the recovery of overpaid Housing and Council Tax Benefit.

You have a right to access to the information that this council holds about you. To request this please write to Data Protection Officer, Mrs Bentley, Harlow District Council, Civic Centre, The Water Gardens, College Square, Harlow, Essex, CM20 1WG.

We must protect the public funds we handle, and so may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

**I understand that:**

- I can be prosecuted if I accept benefit I know I am not entitled to;
- I must tell the Housing Benefit Section of any change in the rent;
- I must notify any changes in circumstances of my tenant that I know;
- The council may recover any over payment direct from the landlord or the tenant;
- I have read and understood the instructions given on this page;
- If I am receiving Housing Benefit payments on behalf of my tenant, I undertake to repay, on request, any overpaid Housing Benefit to Harlow Council you can take the amount of overpaid Benefit from the benefit I get for any other tenants. This will not affect their rent.

**Your signature**

**Date**  /  /

**Your Name:**

**Your Address:**

**Postcode:**

**Your telephone N<sup>o</sup>:**