

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°:

Date Received:

About the property you are renting

Boarders and Private Tenants ONLY

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

Last Name:

Other Names:

Address:

Postcode:

Daytime Phone N°:

Evening Phone N°:

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)

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	<input type="checkbox"/>	No	<input type="checkbox"/>	Hot Water	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Heating	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Water Charges	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Cleaning accommodation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Gas / Electricity for cooking	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Lighting of accommodation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Counselling and support	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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	<input type="checkbox"/>	Flat in a house	<input type="checkbox"/>	Caravan, Mobile Home or houseboat	<input type="checkbox"/>
Semi-detached house	<input type="checkbox"/>	Flat in a block	<input type="checkbox"/>	Board or lodgings	<input type="checkbox"/>
Terraced house	<input type="checkbox"/>	Flat over a shop	<input type="checkbox"/>	Hotel	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>	Bedsit or rooms	<input type="checkbox"/>	Residential nursing home	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Hostel	<input type="checkbox"/>	Residential care home	<input type="checkbox"/>
Other	<input type="checkbox"/>				

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

Name

Name

Name

-
- 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:

- 1) Enclosing a copy of your formal tenancy agreement.
- 2) 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 by phone on 01279 446633 or Email hdc.benefits@harlow.gov.uk.

Your signature

Date