

## Rent Details – for Private Tenants only

You can use this form to tell us about your rent or tenancy details if you rent your home from a private landlord. Please ensure you have filled in form CC1 with this additional form.

If something has changed, please tick which applies (✓)

- My rent has increased on  /
- My rent has decreased on  /
- Other changes to my rent or tenancy on  /

Please state what has changed



We will need to see proof of the rent you pay. A rent book, receipt or letter from your landlord and your tenancy agreement, if you have one.

## About your home

How much rent do you pay? £

When did this last increase?  /

Is this weekly  fortnightly  daily  monthly  Every four weeks

Other (please tell us)

Does your rent include amounts for any services? eg heating, Council Tax, Support etc. Yes  No

If yes, please list the services

How much do you pay a week? £

How much do you pay a week? £

How much do you pay a week? £

**Note** – If you do not know how much of your rent goes towards services, we will take off a set amount. This amount may be more than you are actually charged, so please ask your landlord to provide these figures.

### What is your landlord's name and business address?

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

  
  
  
 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.

  
  
  
 Postcode

### Are you, your partner, or any of you or your partner's children related to your landlord or agent, or to your landlord's partner or the agent's partner?

Related includes related through marriage, even if the marriage has ended.

No  Yes  If yes, please give details below:-

Name(s)

(✓)

What is the relationship?

is related to  My landlord



is related to  My landlord's partner



is related to  The landlord's agent



is related to  The agent's partner

## Rent Details – continued

### About your tenancy

- Does your landlord provide any furniture? Yes  No
- If **yes**, is it? Fully Furnished  Partly Furnished  Minimally Furnished
- Have you got a shorthold tenancy? Yes  No  If yes how long for
- Do you rent from a Housing Association? Yes  No
- Does your landlord live at the same address? Yes  No

### About where you live

Please tick the box which describes where you live

- |                   |                          |  |                          |                  |                          |            |                          |                          |
|-------------------|--------------------------|--|--------------------------|------------------|--------------------------|------------|--------------------------|--------------------------|
| Detached House    | <input type="checkbox"/> | Semi detached House                    | <input type="checkbox"/> | Terrace House    | <input type="checkbox"/> | Caravan    | <input type="checkbox"/> |                          |
| Detached Bungalow | <input type="checkbox"/> | Semi detached Bungalow                 | <input type="checkbox"/> | Terrace Bungalow | <input type="checkbox"/> | Hostel     | <input type="checkbox"/> |                          |
| Flat in a block   | <input type="checkbox"/> | Flat over shop                         | <input type="checkbox"/> | Flat in house    | <input type="checkbox"/> | Maisonette | <input type="checkbox"/> |                          |
| Other             | <input type="checkbox"/> | Please state what <input type="text"/> |                          |                  |                          |            | Room(s)                  | <input type="checkbox"/> |

How many floors are there in the building

Which floor do you live on? Ground  First  Second  Other

If you live in one room where is it? Front  Centre  Rear

- |   | Living Room or<br>Dining Room                                      | Bedrooms                 | Bedsits                  | Kitchen                  | Toilet                   |
|---|--|--------------------------|--------------------------|--------------------------|--------------------------|
| How many of these rooms are there altogether in the property?                         | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| How many of these rooms are used <b>only</b> by you and your household?               | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| How many of these rooms do you share with other people not in your household?         | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have central heating? Yes <input type="checkbox"/> No <input type="checkbox"/> | A garage? Yes <input type="checkbox"/> No <input type="checkbox"/> |                          |                          |                          |                          |

It may take us longer to process your claim for Rent Allowance if we do not have information and evidence about your tenancy and rent. It may help us if you give us permission to speak to your landlord or agent about your claim. Please tick below what you agree we can speak to your landlord about and sign the declaration.

What can we talk to your landlord/agent about?:-  
(Please tick)

(✓)

- The whole of my claim (\*he/she is acting on my behalf) (\*delete as necessary)
- The rent and tenancy details only
- Payments due or made or any overpayments

Please sign here

/ /

today's date