



PROOF OF RENT STATEMENT TO BE COMPLETED BY THE LANDLORD

If your landlord has not provided you with a **written tenancy agreement** and/or a rent book showing full details of the conditions of your tenancy, please ask him to complete this form as proof of rent paid or outstanding.

Name of Tenant		Name of Landlord	
Address of Tenant		Address of Landlord	
Position of room/bed-sit <i>eg 1st floor/rear etc</i>		Number of rooms <i>eg 1</i>	

Are you related to the tenant or his / her partner? YES / NO

If yes, please state your relationship

Date tenancy / occupation began:/...../.....

Expected duration of occupation:

Type of agreement: *(eg Shorthold Assured Tenancy Agreement)*

Amount of rent payable: £.....

How often is your rent due: Weekly Monthly 4 Weekly Other *(please tick)*

Which date is your rent due?/...../.....

Is this a new claim for Housing Benefit? YES / NO / DON'T KNOW

CLAIM REFERENCE NUMBER: *(if known)*

Contact telephone number:

IF THERE ARE ANY RENT ARREARS, PLEASE SEE OVER THE PAGE

YOU MUST SIGN THE BACK OF THIS FORM

If services are included in the rent, please state exactly what is included eg heating, lighting, hot water, cooking, water rates, full board, part board, breakfast only, care etc

If you do not specify an amount, we will deduct the standard amount set by Government.

Service	Amount £	How often
Service	Amount £	How often
Service	Amount £	How often
Service	Amount £	How often

Are there currently any arrears from this tenant? YES / NO

Date rent due	Amount of Rent Due	Amount of Rent Paid	Arrears Brought Forward
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
Total currently outstanding			£

Please say why no attempt has been made to collect any rent, if none is shown as paid. Also, please state whether you have collected amounts for services Housing Benefit cannot pay for eg meals, fuel.

DECLARATION:
I confirm that the details provided in this document are correct and I am aware that I could be open to criminal prosecution if I knowingly provide misleading information in support of a tenant / boarder's Housing Benefit application.

Signed: _____ **Date:** _____

**Please return this form to: Benefits Section
 Rushmoor Borough Council
 Council Offices
 Farnborough Road
 FARNBOROUGH
 Hants GU14 7JU**