

PROOF OF RENT

PLEASE COMPLETE THIS FORM IF THERE IS NO CURRENT TENANCY AGREEMENT OR OTHER WRITTEN AGREEMENT. IT MUST BE COMPLETED AND SIGNED BY THE LANDLORD/AGENT AND COUNTERSIGNED BY THE TENANT.

Claim Ref: _____

Date of Issue: _____

1. Name and Address of **Tenant**: _____

2. Name and address of **Landlord**: _____

3. Name and address of **Owner** (if different from above): _____

4. Name and address of **Agent** (if applicable): _____

5. Date tenant moved in _____

6. Type and period of tenancy STAYING OUT
ARRANGEMENT from _____ to N/A
(e.g. assured shorthold for 6 months)

7. How much is the rent: £ _____ per _____ (e.g. week, 4 weeks, calendar month) (LHA RATE)

8. Are there any 'rent free' weeks? If yes, please give details NO

9. Where the accommodation is shared please state:-

a) No. of rooms in the whole house _____ (b) No. of rooms let exclusively to the tenant 1

c) Which rooms are shared with others _____

10. Does the rent include a charge for any of the following services? (State the weekly charge)

Council Tax	£ <u>NIL</u>
Water Charges	£ <u>NIL</u>
Lighting	£ <u>NIL</u>
Heating	£ <u>NIL</u>
Hot water	£ <u>NIL</u>
Fuel for cooking	£ <u>NIL</u>
Counseling and support	£ <u>NIL</u>

Laundry (washer provided)	£ <u>NIL</u>
Laundry (clothes washed)	£ <u>NIL</u>
Cleaning of home or room	£ <u>NIL</u>
Cleaning of common areas	£ <u>NIL</u>
Lighting of common areas	£ <u>NIL</u>
Nursing / personal care	£ <u>NIL</u>
Others (specify)	£ <u>NIL</u>

11. Does the tenant pay separately for a) gas YES b) electricity YES

12. Provide details of the amount of rent paid to date and any arrears: _____

PLEASE NOTE THAT TO KNOWINGLY PROVIDE FALSE INFORMATION IS AN OFFENCE WHICH MAY LEAD TO PROSECUTION

SIGNED (LANDLORD/AGENT) _____ DATE _____

SIGNED (TENANT) _____ DATE _____