

# Housing Benefit Landlord or Landlord's agent Confirmation of rent



**This form is to be filled in and signed by whoever charges and collects the rent**

Landlord's full name:

Landlord's address:

Postcode:

Daytime phone number:

Email address:

Agent's full name:

Agent's address:

Postcode:

Daytime phone number:

Email address:

Tenant's full name:

Address of property being let (including position of room if applicable):

Postcode:

When did the tenancy start?

 /  / 

When did the tenant move in?

 /  / 

How much is the rent?

 £

How often is the rent due?

Is this a joint tenancy?

Yes

No

If 'Yes', what are the names of all the tenants?

Is the tenant or anyone else in their household related to the landlord? Yes  No

Is the rent fully paid up to date? Yes  No  If 'No', how much is owed? £

Services included in the rent:

	Yes/No	Amount		Yes/No	Amount		Yes/No	Amount
Council Tax	<input type="checkbox"/>	<input type="text"/>	Hot water	<input type="checkbox"/>	<input type="text"/>	Fuel for cooking	<input type="checkbox"/>	<input type="text"/>
Water Rates	<input type="checkbox"/>	<input type="text"/>	Laundry	<input type="checkbox"/>	<input type="text"/>	Emergency alarm	<input type="checkbox"/>	<input type="text"/>
Electricity	<input type="checkbox"/>	<input type="text"/>	Garage	<input type="checkbox"/>	<input type="text"/>	Personal Care	<input type="checkbox"/>	<input type="text"/>
Gas	<input type="checkbox"/>	<input type="text"/>	TV rental	<input type="checkbox"/>	<input type="text"/>	Counselling and support	<input type="checkbox"/>	<input type="text"/>
Lighting	<input type="checkbox"/>	<input type="text"/>	Cooked meals	<input type="checkbox"/>	<input type="text"/>	Room and window cleaning	<input type="checkbox"/>	<input type="text"/>
Heating	<input type="checkbox"/>	<input type="text"/>	If any cooked meals, please state which	<input type="text"/>				

If any other services are included in the rent, please write the details in the box below.

**Additional information**

Please use the box below to provide any other information.

**Landlord or agent declaration**

I confirm the tenant is resident at the property and the rent shown in this statement is currently due and payable.

Your signature:  Date:

Print name:

**Once you have filled in this form and signed the declaration please return it to your Local Authority:**

Canterbury City Council  
Benefit Payments Service  
Military Road  
Canterbury, Kent  
CT1 1YW  
www.canterbury.gov.uk

Dover District Council  
Benefit Payments Service  
White Cliffs Business Park  
Dover, Kent  
CT16 3PJ  
www.dover.gov.uk

Thanet District Council  
Benefit Payments Service  
PO Box 9, Cecil Street  
Margate, Kent  
CT9 1XZ  
www.thanet.gov.uk