



Rent Details Form

PERTH &
KINROSS
COUNCIL

Housing &
Community Care

Please return to: Benefits Section, Housing & Community Care, Perth & Kinross Council, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD

Telephone 01738 476049

Text Phone 01738 442573

Part 1: To be Completed by the Housing Benefit Claimant

Name: _____

Address: _____

Postcode: _____ Telephone Number: _____

I understand that:

- if I give information that is incorrect or fail to disclose relevant information, you may take action against me - including Court action;
- **I must tell you immediately in writing about any changes in my circumstances that might affect my claim. I understand that if I am unsure I will contact you for guidance;**
- you may use or share this information with others as stated in the declaration I read and signed on the benefit claim form.

I declare that the information given in Parts 1 and 2 of this form is correct and complete.

Signature of person
claiming

Date

If you do not have a lease, please have your Landlord or the Agent who manages the property fill in Part 2 of this form.

Part 2: To be Completed by the Landlord or the Agent Who Manages the Property

Please answer all the questions. We cannot work out your tenant at the above address's Benefit entitlement until we have this information. Please write in BLOCK CAPITALS. Please give full name, eg JOHN SMITH not J SMITH.

Landlord's Full Name: _____

Address: _____

Contact Telephone Number: _____

If you have an Agent who manages the property on your behalf please give their details below. If you don't have an Agent, please write 'none'.

Managing Agent's Name: _____

Address: _____

Contact Telephone Number: _____

When did they move into your property? ____/____/____ When did their tenancy start? ____/____/____

Do they have any 'free' weeks or any other rent free periods? *(delete as appropriate)* **No Yes**

If 'Yes', please state what dates _____

Do you require them to give a period of notice before they can vacate the property? **No Yes**
(delete as appropriate)

If 'Yes', what period of notice do they have to give? _____

Were they required to pay a deposit? *(delete as appropriate)* **No Yes**

If 'Yes', how much is the deposit? £ _____ When was it paid? ____/____/____

How many adults are in the property? _____ How many children? _____

How much is charged as rent? £ _____ How often? _____

Reason for no signed lease existing is _____

Does the rent include a charge for meals? *(delete as appropriate)* **No Yes**

If 'Yes', how much? £ _____ *(we will contact you for more information)*

Does the rent include service charges? *(delete as appropriate)* **No Yes**

If 'Yes', please list all the charges included:

What Services are included?	How much?	How often?

My tenant is *(tick which applies)*: a sole tenant

a joint tenant with _____ *(state name(s))*

Declaration

I declare that the information given on this form is true and complete. I understand that if I give information on this form that is incorrect you may take action against me - including Court action. If I know of any changes in my tenant's circumstances I agree to notify you.

Landlord/Agent's Signature

Signature:

Date:

Data Protection

This authority is under a duty to protect the public funds it administers, and to this end, may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

In terms of the Data Protection Act 1998, you are entitled to know what information Perth & Kinross Council hold about you, on payment of a fee of £10. Applications should be made to the Director (Housing & Community Care), Housing & Community Care, Perth & Kinross Council, Pullar House, Kinnoull Street, PERTH, PH1 5GD.

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.