

Housing Benefit: Landlords/Agents Declaration – Proof of Rent Arrears

Tenant's Name:

Tenant's Address:

When did the tenancy start? / /

How long is the tenancy for?

What is the full rent charged? £

How often is the rent charged, e.g. weekly, monthly?

What is the total amount of rent arrears? £

How many weeks is the tenant in arrears?

What period are the arrears for? / /

to

 / /

When was the last Payment made?

How much was the last payment? £

Landlord's Name:

Landlord's Address:

Telephone:

IF HOUSING BENEFIT FOR YOUR TENANT IS TO BE PAID DIRECTLY INTO YOUR BANK ACCOUNT, PLEASE TELL US THE FOLLOWING DETAILS

Name of Bank/Building Society	
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Address of Bank/Building Society	
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Whose name is the account in?	
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Account Number									
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Sort Code						
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Continued overleaf....

Declaration

I agree to accept payment of Housing Benefit for the tenant/s named on this form. I understand that by law:

- I must tell you straightaway if I find out about any change in the tenant's circumstances;
- You can stop paying Housing Benefit to me if I do not tell you about any change of circumstances;
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to; and
- If you pay me too much Housing Benefit for any tenant, I must repay it. You can take the amount of overpaid benefit from the Housing Benefit I get for any other tenants. This will not affect their rent.

I confirm that all the information I have given above is correct. I understand that if I give false information or fail to report a change in circumstances I may be prosecuted.

Signature

Date

Please provide evidence of your tenants rent arrears, e.g. rent book, rent schedule or notices issued to your tenant about their arrears.

DATA PROTECTION ACT 1998

We must protect the public funds we handle so we may use the information provided on this form to prevent and detect fraud. We may use this information to promote other council services you may be entitled to. We may share this information with other organisations which handle public funds for the same purpose. We may keep information about you on computer. If we do, we will keep to the rules laid down by the Data Protection Act 1998.