

# RENT CERTIFICATE

Revenue & Benefits Department, Resources, Town Hall, St. Stephen's Road  
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For office use only

## To the Tenant:

- Please write your name and address below.
- Then give this form to your landlord or their agent and ask either to complete the rest and return it to you. **Do not fill in the tenancy details yourself**, as it will stop us from being able to deal with your claim.
- The completed form should be sent to Bournemouth Borough Council *as soon as possible*.

Your name (Mr/Mrs/Miss/Ms): \_\_\_\_\_

Your address (please include room or flat number): \_\_\_\_\_

Name of joint tenants (if any): \_\_\_\_\_

## To the Landlord or Agent:

Please assist your tenant by completing this form and returning it to the tenant *as soon as possible*.  
**Housing Benefit may be delayed or lost if you do not do this.**

Date tenancy started: \_\_\_\_\_ Date tenant moved in: \_\_\_\_\_

How much is the full rent charged? £ \_\_\_\_\_ Per week / 4 weeks / calendar month / other: \_\_\_\_\_

Is this a joint tenancy? Yes  No  If yes, how many joint tenants? \_\_\_\_\_

Is the rent paid to date? Yes  No  Are there any arrears? Yes  No

If so, please state amount of arrears: £ \_\_\_\_\_ Date rent paid up to: \_\_\_\_\_

Does your tenant have a rent book? Yes  No  Does your tenant have a written tenancy agreement? Yes  No

Date of last increase: \_\_\_\_\_

Please tick to confirm if any of the following services are included in your rent:

- |                                    |  |   |                                   |
|------------------------------------|--|---|-----------------------------------|
| Lighting <input type="checkbox"/>  | Laundry <input type="checkbox"/>           | Water Authority <input type="checkbox"/>  | Alarm <input type="checkbox"/>    |
| Heating <input type="checkbox"/>   | Communal Services <input type="checkbox"/> | Fuel for cooking <input type="checkbox"/> | Cleaning <input type="checkbox"/> |
| Hot water <input type="checkbox"/> | Gardening <input type="checkbox"/>         | TV Licence <input type="checkbox"/>       | Dinner <input type="checkbox"/>   |
|                                    | Breakfast <input type="checkbox"/>         | Lunch <input type="checkbox"/>            |                                   |

Personal Care and Support  £ \_\_\_\_\_ Other (give details): \_\_\_\_\_

Is the accommodation furnished? Yes  No

Name of landlord (Mr/Mrs/Miss/Ms): \_\_\_\_\_

Address of landlord: \_\_\_\_\_ Phone No. \_\_\_\_\_

Is the landlord, their partner or any member of their family related to the tenant / tenant's family? Yes  No

If yes, what is the relationship? \_\_\_\_\_ (please tick as appropriate)

Does the landlord own the property? Yes  No  If 'No', is the landlord a tenant? Yes  No

Name of landlord's agent (Mr/Mrs/Miss/Ms): \_\_\_\_\_

Address of landlord's agent: \_\_\_\_\_ Phone No. \_\_\_\_\_

Is the above-named agent related to the tenant or a member of the tenant's family? Yes  No

(please tick as appropriate)

## DECLARATION

The information given on this form is true and complete. I have read and understand the NOTES overleaf. You may make any enquiries you need to check the information given on the form. I will tell you immediately about any change in my tenant's circumstances of which I am aware and which might affect any Benefit entitlement (e.g. a tenant leaving the address, changes rooms, a rent increase or decrease, or the number of occupier's changes). I understand that if I do not tell you about these changes, give incorrect information or withhold information, it is a criminal offence and you could prosecute me.

Signed: \_\_\_\_\_ Landlord/Agent Date: \_\_\_\_\_

(please delete as necessary)

# HOUSING BENEFIT

## Notes for Landlords & Agents

Housing Benefit is administered locally by the Borough Council and helps people on a low income pay their rent. Where people pay rent to a private landlord, the Housing Benefit awarded can be paid by cheque or directly into a bank or building society. These payments are not legally payment of rent, but are assistance towards the rent. Any shortfall between the rent due and Housing Benefit paid is the responsibility of your tenant to pay, and is not payable by the Borough Council.

### ***Payment of Rent Allowance***

Payments are normally paid 4 weekly in arrears, either by cheque or into a bank or building society account. Payments are usually made to the tenant and under normal circumstances cannot be made to any other third party. Your tenant may request payments to be made to you, however, we may need further information to support this request. Where we consider that it is in the tenant's best interest not to pay them, we will pay you. If your tenant builds up arrears of 8 weeks or more and you believe that they are in receipt of Housing Benefit, write to us immediately with supporting evidence so that we may consider arranging for their benefit to be paid to you direct. If you receive direct payments we can only discuss certain aspects of the claim with you. If your tenant receives the payments, we may still be able to discuss the claim with you if your tenant has given us written permission. Please note that we will never disclose your tenant's personal or financial details.

### ***Landlord's and Agent's duty to report changes in circumstances***

If you are a landlord/agent and you receive direct payments, you must notify us of any change in your tenant's circumstances which you might reasonably be expected to know could affect your tenant's benefit. The kind of changes to report include where a tenant moves from his accommodation (including any change of rooms within the same property) or a rent increase or decrease, or where the number of occupants changes.

### ***Overpayments of Housing Benefit***

Where more Housing Benefit is paid than a claimant is entitled to, the overpayment may be recovered from the claimant or the person to whom it was paid, i.e. the landlord or landlord's agent.

If recovery of an overpayment is sought from you and you do not repay it, we can recover it from any future benefit entitlement which you might be eligible to receive in respect of any of your tenants. The recovery of such an overpayment will not affect the other tenants' rent liabilities; such tenants will be deemed to have paid their rent to the full value of their benefit entitlement.

### ***Notice and payments prior to occupation***

Housing Benefit is not normally payable for a dwelling which the claimant has not yet occupied, even if there is a liability to make payments. This means that even where a new tenancy agreement has started, Housing Benefit cannot be paid until the claimant has actually moved into the property.

### **INFORMATION THAT YOU GIVE:**

- Will be used to work out Housing Benefit and Council Tax Benefits and may be used for Council Tax purposes.
- Could be given to the Benefits Agency, other Council departments or Government departments.
- Might be checked with third parties to prevent or detect crime, protect Public Funds or in other ways as permitted by Law.