



Revenue & Benefits, St. Stephen's Road Bournemouth BH2 6EB
 T.01202 451592 E. benefits.bournemouth@bcpcouncil.gov.uk
www.bcpcouncil.gov.uk

RENT CERTIFICATE

CLAIM REF: _____

To the Tenant:

- Please write your name and address below
- Give this form to your landlord/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 BCP Council *as soon as possible*

Your name _____

Your address (please include room or flat number): _____

For office use only

Name of joint tenants (if any): _____

To the Landlord or Agent:

Please help 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? Y N

If yes, how many joint tenants? _____

Is the rent paid to date? Y N

Are there any arrears? Y N

If so, please state amount of arrears: £ _____

Date rent paid up to: _____

Does your tenant have a rent book? Y N

Does your tenant have a written tenancy agreement? Y N

Please tick to confirm if any of the following services are included in your rent. Date of last increase: _____

- | | | | |
|------------------------------------|--|---|-----------------------------------|
| Lighting <input type="checkbox"/> | Laundry <input type="checkbox"/> | Water rates <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 & support £ _____

Other (give details) _____

Is the accommodation furnished? Y N

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? Y N

(please tick as appropriate)

If yes, what is the relationship? _____

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

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? Y N

(Please tick)

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
(please delete as necessary)

Date: _____

HOUSING BENEFIT

Notes for landlords and agents

Housing Benefit is administered locally by the council and helps people on a low income pay their rent. Where people pay rent to a private landlord, the Housing Benefit awarded is paid 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 council.

Payment of Housing Benefit

Payments are paid 4-weekly in arrears 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 the accommodation (including any change of rooms within the same property) or a rent increase / decrease, or where the number of occupiers change.

Overpayments of Housing Benefit

If 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 property 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 moved into the property.

INFORMATION THAT YOU GIVE:

- Will be used to work out Housing Benefit and may be used for Council Tax purposes.
- Could be given to the Department for Work and Pensions, 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.