

RENT SERVICE STAMP



LOCAL AUTHORITY STAMP

APPROVED APPLICATION FOR A PRE-TENANCY DETERMINATION

For completion by Local Authority

	YES	NO
A. Young Individual:single room rent required	<input type="text"/>	<input type="text"/>
B. Date of application to Benefit AuthorityJ.../....	<input type="text"/>	
C. Local Authority Reference	<input type="text"/>	

Please answer all the questions and give as much information as you can. You will need to ask the Landlord or Property Agent to provide some of the information and to sign the form.

1. Please give your details

Surname

Other Names

2. Please give the address including any flat or room number of the property you want a Pre-Tenancy Determination for

Postcode

3. Your present address (if different from above)

Postcode

4. Please give details of the proposed tenancy. You may need to ask your Landlord for this information.

(a) How much is the total rent ?

(b) i How often will you pay this amount? Once a week/once every two weeks/once a month/other(please give details)

ii If weekly, number of weeks (do not include rent free weeks)

(c) What sort of tenancy will it be? (Shorthold/Assured/Other)

(please give details if other)

(d) How long will the tenancy last?

(e)Are any services or amenities provided ?

Yes No

Services/Amenities	Included in Rent	
	Yes	No
Cleaning of common areas		
Lighting of common parts		
Lift		
Porter or estate staff/gardening		
Laundry equipment		
Laundering by Landlord		
Heating		
Cleaning accommodation		
Lighting Accommodation		
Hot Water		
Water Charges		
Gas/Electricity for Cooking		
Counselling and support		

(f) Is the accommodation furnished ?

Yes No

(g) Does the rent include any money for meals

Yes No

If yes, please give details below

Meal	Yes	No
Breakfast		
Lunch		
Evening Meal		

5. Who is the Landlord or Agent for the property ?

Name

Address

Postcode

Telephone Number (during normal office hours only)

You will need to get the Landlord or Property agent to sign the declaration on the following page.

6. (a) Type of property

<input type="text"/>	detached house	<input type="text"/>	bedsit
<input type="text"/>	detached bungalow	<input type="text"/>	terraced house
<input type="text"/>	flat in block	<input type="text"/>	terraced bungalow
<input type="text"/>	semi-detached house	<input type="text"/>	flat in house
<input type="text"/>	semi- detached bungalow	<input type="text"/>	hostel
<input type="text"/>	flat over shop(s)	<input type="text"/>	maisonette
<input type="text"/>	room or rooms		
<input type="text"/>	Other	Number of floors in whole building	<input type="text"/>

(b) I If it is a room(s) how many

ii If more than one room how many are:

Bedrooms Living Rooms

(excluding bathrooms and kitchens)

iii Give location

front middle back

(c) On which floor is your private accommodation?

all floors basement ground

first second third

(d) Please indicate the number of rooms in the property by putting a number in the appropriate box. DO NOT CROSS

	Whole House	Sole Use included in tenancy	Shared Use included in tenancy
Living Room			
Bedrooms			
Kitchens			
Bathrooms			
Toilets			
Bedsits			
Other			
Total			

(e) Does the accommodation have central heating?

Yes No

(f) Does the rent include a use of a garage?

Yes No

7. Please give details of any other people who will be living with you if you take on this new tenancy.

Name	Relationship to you	M/F	Age

8. Will the tenancy be a joint tenancy with any other person ?

Yes No

If YES, please give the name(s)below

9. Are you getting Housing Benefit at the moment ?

Yes No

10. Are you single and under 25 years of age ?

Yes No

11. Ask the landlord or property to sign here

I am considering granting a tenancy of the above dwelling and give my consent for an inspection of the premises to be carried out by the Rent Officer.

Landlords signature Date

12. Please sign this declaration yourself

I am considering renting the property described above and I intend to apply for Housing Benefit.

Your signature Date

When you have completed all the questions on this form, take or send it to The Civic Centre, 44 York Street, Twickenham, Middlesex. TW1 3BZ

Notes.

- 1 A Pre-Tenancy Determination will tell you the maximum rent which Housing Benefit could meet for the property. It does not tell you how much Housing Benefit you will get. This will depend on your other circumstances (for example, your income and the size of your family)
- 2 If you are single and under 25 years of age it is more likely that your maximum rent will be restricted to the average cost of non self contained accommodation in the area to which you are thinking of moving. This restriction has applied since 7th October 1996.
- 3 You will need to claim Housing Benefit separately, once you have received the Pre- Tenancy Determination and have decided that you want to take up tenancy. You can get a Housing Benefit Form from your local Housing Benefit Office.

