

# Proof of Rent

Once your landlord or landlord's agent has filled in and signed this form, please send it back to the Benefits Section, Bridgend County Borough Council, PO Box 107, Bridgend, CF31 1WB.

Please remember that we need proof of your rent before we can pay you any Housing Benefit.

Name and address of tenant

Name and address of landlord or landlord's agent

Date tenancy started  /  /

How much is the rent? £

How often is the rent due? weekly  fortnightly  monthly  four-weekly  other

Describe the home you rent e.g. house, bed-sit, flat

Are you or your partner related to your tenant or your tenant's partner? YES  NO

Please describe the relationship here

Are you or your partner the parent of any child in the tenant's household? YES  NO

Please give details here

Have you or your partner ever lived in the same household as your tenant or your tenant's partner? YES  NO

We need to know if the rent includes an amount for the following services. Please write the amount that is charged for the service in the box or write 'NONE' if the service is not provided.

Council Tax	<input type="text"/>	Laundering	<input type="text"/>	Laundry facilities	<input type="text"/>
Cleaning of shared areas	<input type="text"/>	Garage	<input type="text"/>	Window Cleaning	<input type="text"/>
Cleaning (the home)	<input type="text"/>	Water rates	<input type="text"/>	Emergency alarm	<input type="text"/>
Lighting (the home)	<input type="text"/>	Heating	<input type="text"/>	Support charge	<input type="text"/>
Lighting of shared areas	<input type="text"/>	Hot water	<input type="text"/>	Personal care	<input type="text"/>
Fuel for cooking	<input type="text"/>	Other	<input type="text"/>		

What meals are provided? None  Breakfast  Lunch  Evening Meal

## Declaration

I declare the information I have given on this form is correct and complete. I understand that by law I must tell you straight away if I find out about any change in the tenant's circumstances and that I can be prosecuted if I accept Housing Benefit which I know I am not entitled to.

Signature of landlord or landlord's agent  Date:  /  /

**WARNING: Any person making a false statement or withholding information may be prosecuted.**

# Housing Benefits - Direct Payments

If you agree to accept Housing Benefit payments for the tenant named on this form then you must read and then sign the following declaration.

## Declaration

- I am the landlord or the landlord's agent for the tenant named on this form.
- I understand that by law I must tell you straight away if I find out about any change in the tenant's circumstances.
- I agree to accept Housing Benefit payments on behalf of the tenant named on this form.
- I understand, by accepting payment, that should I be paid too much Housing Benefit I will have to pay back the Benefits Section the full amount of the overpayment, unless the overpayment has been caused by an 'official error' and it was not reasonable for me to have known at the time I had the benefit that I was being overpaid.

**I have read and understood the above conditions.**

Signature of landlord or landlord's agent

Date:

/ /

## Sharing of information

If you fill in our claim form for Housing Benefit we will ask you if we can share information about the progress of your claim with your landlord or landlord's agent.

This is because sharing information with the landlord or landlord's agent could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

We may need to confirm information with your landlord before we can make a decision on your claim, for example, the start date of the tenancy. In these circumstances we can contact your landlord or landlord's agent without having to ask you first.

The law says however, that we need to have your permission to discuss anything else. If you tell us on your claim form that we can share information with your landlord or landlord's agent, we will only do this if you agree that your Housing Benefit can be paid directly to them.

If you give us permission, we will be able to tell your landlord if you have claimed benefit, if we have made a decision on your claim or if we need more information to make a decision on your claim, and what that information may be.

We will not give your landlord or landlord's agent any information about your personal, household or financial circumstances.

You should know that in deciding to share information, you have the right to change your mind at any time.

## Getting in touch with us

If you have any query about this form or need help filling it out, then please ring us on Bridgend 643396 and we will be happy to help you. You can also e-mail us at [benefits@bridgend.gov.uk](mailto:benefits@bridgend.gov.uk) or write to us at the address near the top of the "Proof of Rent" form. If you use a text phone, our Minicom number is Bridgend 643671.