

Landlord's Declaration Form

Only your landlord or their agent must fill in this form

1 Full name and address of the tenant

Name <input style="width: 90%;" type="text"/> Address <input style="width: 90%; height: 60px;" type="text"/> Telephone Number <input style="width: 80%;" type="text"/>	Case Ref. <input style="width: 90%;" type="text"/> Received <input style="width: 90%;" type="text"/>
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Is the person named above the only tenant or are they a joint tenant with someone else? Only tenant Yes No
 Joint tenant Yes No

If the tenant is a joint tenant, we will need to see a copy of the tenancy agreement.

2 Your full name and address (or your agents)

Name <input style="width: 90%;" type="text"/>
Address <input style="width: 90%; height: 40px;" type="text"/>
Telephone Number <input style="width: 80%;" type="text"/>

Do you own the property the tenant is living in? Yes No

If `No`, Please give the full name and address of the person who does.

Name <input style="width: 90%;" type="text"/>
Address <input style="width: 90%; height: 40px;" type="text"/>
Telephone Number <input style="width: 80%;" type="text"/>

3 Details of occupancy and rent

How much rent do you charge?	£
How often does the tenant pay it (for example, every week)?	
Date when the tenant moved in	/ /
Date when you started charging rent	/ /
Date of the last rent increase	/ /
Date of the next rent increase	/ /

We need to know if the rent includes payments for any of the following things for your tenant. For each thing that is covered, please write **how much of the rent** goes towards it. For anything that is not included, write **Nil**.

Council Tax	£	Heating	£	Gardening	£
Lighting	£	Laundry	£	General Counselling and support	£
Cleaning	£	Meals	£	Cleaning your tenants rooms	£
Garage	£	Hot Water	£	And windows	£
Water Rates	£	Cooking	£	Emergency Alarm	£

If any of the rent pays for meals, is it full board? Yes No

If `No` how much pays for:

breakfast?

£

lunch?

£

evening meals?

£

3 Details of occupancy and rent (continued)

We need to know which rooms just your tenant uses, which they share and how many rooms there are in the whole property. Please write a number in each box below. If the answer is none, write `none`.

Please give details of all the furniture included with the rent. If no furniture is included, please write `none`. We would also accept a separate list of furniture.

Room	Number of rooms in the whole property	Number of rooms that only your tenant uses	Number of rooms they share with other people	Furniture that you have provided in each room
Living rooms				
Bedrooms				
Bed-sitting rooms				
Kitchens				
Bathrooms				
Separate toilets				
Other				

If you need more space to give details of furniture, please use the box below.

Are you related to the tenant?

Yes No

If `Yes`, what is the relationship (for example, father, mother, son or daughter)?

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4 Declaration

Please read and sign the declaration

I confirm that the information I have given is correct and complete.

I understand I may be prosecuted if I give incorrect or incomplete information.

I agree that you can check the information I have given on this form.

If I directly receive Housing Benefit, I understand that I must tell you immediately in writing if the circumstances change, for example;

- My tenant moves out of the property
- My tenant moved between rooms in the property
- Someone else moves in with my tenant; or
- I become aware that my tenant has started work.

I understand I may be prosecuted if I do not tell you that the circumstances have changed.

I understand that if I receive direct payment for the tenant named over the page, I must pay back any Housing Benefit that is overpaid if this tenant moves. I understand that I may be prosecuted if I do not tell you about this.

In accordance with General Data Protection Regulations 2018, Gateshead Council will use any personal data to process the tenants application. We may also share this data with other council services or public organisations if required by law to do so. Your personal data will only be used in respect of your tenants claim and not for marketing purposes or passed to third parties. To read how we will use your information, please view our full privacy notice, at www.gateshead.gov.uk/data-protection.

Your Name

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Your Signature

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Date

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Thank you for taking the time to fill in this form.