

Tenant details

I would be grateful if you could help your tenant by filling in this form and returning it to me.

Tenant's name

Address and postcode

Landlord and tenancy details

Landlord's details

Name

Address and postcode

Agent's details

Please tell us about your agent if you have one.

Name

Address and postcode

Tenancy details

Is this a tenancy where the agent only acted for a finding fee? No Yes

Are you related to the tenant, their partner or their children? No Yes Relationship

Date the tenant moved in / /

Date the tenancy started / /

How much rent do you charge? £

Is there a joint tenancy? No Yes Number of tenants

How much rent do you charge for each tenant if it is a joint tenancy? £

How often is the rent due?
(weekly/2 weekly/4 weekly/monthly)

Has the rent officer registered a fair rent? No Yes Please sent us the notice of registration form R05.

Landlord and tenancy details - continued

Is the tenant behind with their rent?

No

Yes By how much?

£

By how many weeks?

Services

Does your rent include money for any of the following?

£ Meals £ Gardening

£ Heating £ Water rates

£ Lighting £ Hot water

£ Emergency alarm

£ Fuel for cooking

£ Room and window cleaning

£ General counselling and support

£ Laundry £ Other Please specify

£ Central heating

£ Internal decorating

£ Garage or parking space

Declaration

As far as I know, the information I have given is correct. I will write to you immediately if I know that my tenant's circumstances have changed.

Signature

Date

/ /

Declaration for direct payments

I will accept Housing Benefit for this tenant. If you pay me too much, I understand you may ask me to pay it back and take me to court if I don't. I will write to you immediately if I know that my tenant's circumstances have changed.

Signature

Date

/ /

What to do now

Please post this form to:

Cardiff County Council
Benefits Section
PO Box 6000
Cardiff
CF11 0WZ.