



Proof of rent form

City of Cardiff Council
Housing Benefit

This form should be filled out by your landlord or agent.

Tenant details

Full name:
Address:
Postcode:

Landlord and tenancy details

Landlord's details

Full name:
Address:
Postcode:

Agent's details

Please tell us about your agent if you have one.

Full name:
Address:
Postcode:

Tenancy details

Is this a tenancy where the agent only acted for a finding fee?

Yes

No

Are you related to the tenant, their partner or their children?

Yes

No

If yes, what is your relationship:

Date the tenant moved in:
Date the tenancy started:
How much rent do you charge:
How often is the rent due:

Is there a joint tenancy?

Yes

No

If yes, please list the number of tenants:

How much rent do you charge each tenant:

Has the rent officer registered a fair rent?

Yes

No

If yes, please send us the notice of registration form R05.

Is the tenant behind with their rent:

Yes

No

If yes, by how much:

By how many weeks:

Services

Does your rent include money for any of the following:

Meals

Heating

Lighting

Gardening

Water rates

Hot water

Emergency alarm

Fuel for cooking

Room and window cleaning

General counselling a support

Laundry

Central heating

Internal decorating

Garage or parking space

Other

Please specify:

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:

You can upload this form online using your mobile at www.cardiff.gov.uk/evidencebenefits , email it to us at benefits@cardiff.gov.uk or post it to:

Freepost Cardiff Council Housing Benefit PO Box 6000 Cardiff CF11 0WZ
