

Valuation of interest of property

The Benefits Service,
Council Offices, Wallfields, Hertford SG13 8EQ
SBC Tel: 01438 242440 EHC Tel: 01279 655261

This section is for our use. Please leave it blank.

Reference number

Please ask for extension

Your reference number is

Date

Dear

We need some information

In your claim for Housing Benefit/Council Tax Support you said that you have an interest in property which is not the property that you are living in. I need more information to determine the value of the property before I can decide on your claim.

I may have to arrange for the property to be valued from the outside by an independent valuer who will give an opinion regarding the current market value of the property. Please answer the questions as fully as possible as any additional information that may affect the value of the property will help in giving an accurate value for the property.

Please answer the questions on the following pages.

If there have been any changes since this date tell me on a separate sheet of paper.

When you have answered the questions, send the whole form to me at the above address.

About the property

1. **Full address of the property, including postcode** (If you have an interest in more than one property, please complete another form, or put details on a separate sheet of paper answering each of the following questions).

2. **What type of property is it?**

House, bungalow or flat

Block of houses or flats

Shop or Warehouse

Land

Other (please explain)

The number of bedrooms in the property is

The number of acres/hectares is

3. **Are you taking steps to dispose of the property?** e.g is it up for sale

If Yes, please tell me about this in the Additional Information Box.

No

Yes

4. **Is the ownership of the property subject to divorce proceedings?**

If Yes, when did you leave the matrimonial home? Also please tell me what stage the proceedings have reached and send details of any proposals, court orders or agreements affecting the property.

No

Yes

5. **Do you intend to live in the property?**

No

Yes

If Yes, when do you intend moving in?

What stops you from moving in now?



The personal information you supply on this form will be used for the processing of Housing Benefit and Council Tax Support and will be used in accordance with the Data Protection Act 1998. For more information go to www.eastherts.gov.uk/dataprotection or contact the Council's Information Management team by email on foi@eastherts.gov.uk or by telephone on 01279 655261.



6. What is your interest in the property?	Freehold	Leasehold	
	Other (please explain)		
If Leasehold please answer the following:			
How long is the lease for?			When did the lease start?
How much is the rent or ground rent excluding VAT?			Please send a copy of the tenancy/lease agreement
7. Is there a mortgage or other charge on the property?	No	Yes	How much is outstanding?
			Please send a copy of the latest mortgage/loan statement
Are there any arrears of the mortgage which is secured on the property?	No	Yes	How much are the arrear?
Is there any debt secured against the property?	No	Yes	Please give details, including the amount of debt?
8. Has planning permission been granted for any proposed alterations to the property?	No	Yes	Please tell me about this in the Additional Information Box.
9. Has planning permission been refused for any proposed alterations to the property?	No	Yes	Please tell me in the Additional Information Box what the plans were and why permission was refused
10. Are there any legal restrictions on the property?	No	Yes	Please tell me about this on a separate sheet of paper.
11. Are there any tenants living in the property or using it for business?	No	Yes	
If yes, please tell me the following:			
Names of all the tenants			
Amount of rent (excluding VAT) you should get and how often it is payable			
Length of tenancy		Date tenancy started	
What type of tenancy?	Assured	Assured shorthold	Other residential tenancy
	Protected business tenancy		Other business tenancy
12. Please tell me about anyone else who either lives in the property and who is not a tenant or who uses it for business?			
If there is more than one person please give their details in the Additional Information Box.			
Name of occupant			
Do they live there?	No	Yes	How long have they lived there?
Do they use it for business?	No	Yes	
Relationship to the owner or tenant, if any			
Age, if 60 or over or under 19 and still in education			
Do they receive any social security benefits?	No	Yes	
If yes, please say what these are and the date from which payable			

13. Please tell me about the outgoings on the property?

If someone else is responsible for any of the following items please obtain their permission to give me this information

Mortgage. Amount and how often payable: £ **every** **(week, month etc)**

Name of person paying

Ground rent. Amount and how often payable: £ **every** **(week, month etc)**

Name of person paying

Council Tax/Business Rate **every** **(week, month etc)**
Amount and how often payable: £

Name of person paying

Water rates. Amount and how often payable: £ **every** **(week, month etc)**

Name of person paying

Fell Duty/Rent Charge **every** **(week, month etc)**
Amount and how often payable: £

Name of person paying

Other amount **every** **(week, month etc)**
Amount and how often payable: £

Name of person paying

14. Do you jointly own the property with anyone else? **No** Please go straight to question 16 (you do not need to answer question 15)

Yes Please continue with question 15.

15a. Tell me the names of everyone who would be entitled to a share of the proceeds if the property was sold (i.e the beneficiaries)

Also tell me the names of anyone who is a legal owner of the property but who is not entitled to a share of any proceeds of sale (e.g Trustees or Solicitors).

15b. Did you buy the property? **No** Please explain how the property came into your possession (e.g. the property was left to you in a will etc)

Yes

i) What was the original purpose for buying the property? (i.e. the reason why the property bought originally - as a home; an investment etc)

ii) Did you purchase the property yourself? (i.e. did you finance the purchase of the property yourself e.g from your own savings or with a loan from a bank, building society etc). **No**

If not please explain? **Yes**

15c. What is the property used for at the moment?

15d. Would any of the other owners be willing and able to buy your share? **No** **Yes**

15e. Would any of the other owners be willing to sell the property as a whole? **No** **Yes**

15f. Are there any agreements between the owners about selling the property, if one of the joint owners wanted to sell it? **No**
Yes Please explain in the additional information box

If No, if one of the joint owners wanted to sell, would he/she be likely to take legal action to force a sale? **No** **Yes**

15g. Has a share of the property ever been sold before?	No	Yes
How much was it sold for? £	When was it sold?	
15h. Are there any court orders which could affect the way in which the property is sold? If yes, please give details in the additional information box.	No	Yes
16. Is there anything else that may affect the value of the property? e.g. the interior is derelict or sub-standard; there are restrictions on its sale; shared access or difficulties or restrictions on access; if services are provided; smallholding or land used for personal use attached to it (apart from any garden); if it is occupied only in part - if so, which part etc. If yes, please give details in the additional information box.	No	Yes
17. What is your estimate of the value of the property at the date on the front of this form? £		
18. Do you give me necessary permission to arrange for the property to be valued by an independent valuer if necessary? If No, please tell me why?	No	Yes

Remember, the valuation will be carried out from the outside only, in accordance with the Royal Institute of Chartered Surveyors guidelines, so it is important that you give me as much information as possible so that an accurate valuation can be obtained.

Additional Information

Please read this box carefully before you sign it:

The information I have given on this form is correct. I have left nothing out. I agree that the Council can check the information if they need to. I will tell the Benefits Section as soon as there is any change in my circumstances that could affect my Housing Benefit or my Council Tax Support.

Signature

Date

Please complete, print and return this form as soon as possible to:
The Benefits Service, Council Offices, Wallfields, Pegs Lane, Hertford SG13 8EQ
 Alternatively click the send button below. This will open your email application and attach as a new message.