

ONLY to be completed by Landlords where there is no current formal tenancy agreement

No tenancy agreement form

Tenants name

Tenants address (inc post code)

When did they move in?

D D M M Y Y Y Y

When did the tenancy start?

D D M M Y Y Y Y

Period of tenancy

Does anyone else reside with the tenant?

Yes

No

If yes, please state whom

What is the total rent payable by this tenant? £

Is this	Weekly	2 weekly	4 weekly	Calendar monthly
Please tell us if the charge includes money for:		How much weekly		
Heating (other than common areas)	Yes	No	£	
Lighting (other than common areas)	Yes	No	£	
Food	Yes	No	£	
Fuel for cooking	Yes	No	£	
Hot water	Yes	No	£	
Water rates	Yes	No	£	
Laundry	Yes	No	£	
Other services/amenities	Yes	No	£	
please specify				

Landlords declaration

I CERTIFY that the tenant (insert tenants name) is the tenant for the property described above, but has no tenancy agreement.

I CONFIRM that the rent shown in this statement is the rent currently due and payable.
WARNING: To give false information may result in prosecution.

Landlord's signature

D D M M Y Y Y Y

Landlord's name and address
(inc postcode)



Housing Benefit - Method of Payment Form

You can have any Housing Benefit paid to you or ask to have the benefit paid straight to your landlord.

For office use only

Input

Checked

Address (inc post code) you are applying for Housing Benefit at

Some landlords may insist on this as part of your tenancy agreement. Please tick the box and complete the details below for the method of payment you prefer.

Option 1

Payment to you by bank credit:

We will pay any Housing Benefit you are entitled to straight into your current or basic account at your bank or building society. Please fill in the account details below, and sign where shown below at "Your signature".

Option 2

Payment direct to your landlord by bank credit:

We will pay any Housing Benefit you are entitled to straight to your landlord (or agent if there is one) that you have named in this form. We will pay it direct into your landlord's or agent's current or basic account. Please ask your landlord or agent to sign below and fill in their account details here if we do not already hold their details.

Payment to you, your landlord or their agent by direct credit to a current account or basic account: please complete the details of the account to be credited.

Name of bank/building society

Branch

Account name

Account name

Account number

Sort code

Option 3

Payment to your landlord (agent)

Payment to you, your landlord or their agent by direct credit to a current account or basic account: please complete the details of the account to be credited.

Your signature: Please pay any Housing Benefit I may be entitled to by the method I have ticked. I understand that once I have selected a payment method, the Council cannot change it without written instructions. I understand that if payments go to my landlord or agent, they must agree in writing to change.

Your signature

D D M M Y Y Y Y

Landlord's or agent's signature: Only if payments are to go to the landlord or agent.

I agree to accept any Housing Benefit payments on behalf of the above tenant.

(1) I understand that I must tell the Council about any changes in circumstances that I may reasonably be aware of.

(2) I may have to repay any overpaid Housing Benefit that my tenant was not entitled to.

(3) That should recovery be made from one tenant's benefit in respect of another tenant's benefit in respect of another tenant, the rental liabilities of the tenant from who recovery has been made will be deemed to have paid his rent to the value of that recovery. If the Landlord/Agent seeks to recover these sums from tenants they will be in breach of Section 75(6) of the Social Security Administration Act 1997.

Landlord's signature

D D M M Y Y Y Y

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.



Please complete and return this form as soon as possible to:
The Benefits Service, Council Offices, Wallfields, Hertford SG13 8EQ
SBC Tel: 01438 242440 EHC Tel: 01279 655261

or save this document and email to
Benefits@hertspartnership-ala.gov.uk

