

PLEASE RETURN THIS COMPLETED FORM TO:

The Benefit Section, East Riding of Yorkshire Council, PO Box 12 County Hall, Beverley,
East Riding of Yorkshire, HU17 9BD
Telephone: (01482) 393939

LANDLORD FORM

PRIVATE AND CONFIDENTIAL

To be completed by benefit claimant

If you have a current tenancy agreement or license to occupy your home you should provide that document. If not please ask your landlord, or your landlord's managing agent to fill in this form.

Name
Address
Post Code

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me.
- I know I must let the council know about any changes in my circumstances, which might affect my claim.
- I declare the information given on this form is correct and complete.

Signature of person claiming

Date

To be completed by landlord or managing agent

Please fill in this form for your tenant. Their benefit claim cannot be worked out until we get this information.

Please answer all of the questions.

Please write in **BLOCK CAPITALS**, using **BLACK INK**.

Landlord's Name and Address:

Do you have a managing agent who collects the rent?

Answer Yes or No

If Yes what is the name and address of the managing agent?

Managing Agents Name and Address:

When did they move into your property?

(Please give date)

When did their tenancy start?

(Please give date)

How much rent do you charge them?

How often do they have to pay you rent?

Do you require them to give notice before leaving the property?

Answer Yes or No

If Yes, what period of notice do they have to give?

Does their rent include money for service charges?

Answer Yes or No

If Yes, please list all the service charges included in their rent.

What services are included in their rent?

How much is charged?

Are they in arrears with their rent?

Answer Yes or No

If Yes, how many weeks are they in arrears?

The information given on this form is true and complete.

I understand that if I give information on this form that is incorrect you may take action against me.

Landlord/Managing Agents Signature

Date

The Data Protection Act

The information collected on this form, and from any supporting evidence by East Riding of Yorkshire Council will be used for Council Tax and benefit purposes. The information may be passed to other council and government departments as permitted by law.

We may check information provided by you, or about you provided by a third party, with other information held by us. We may also get, or give information to third parties to prevent or detect crime, or to protect public funds in other ways as permitted by law. These third parties include Government Departments and local authorities.

East Riding of Yorkshire Council is a Data Controller for the purpose of the Data Protection Act 1998.