



## Landlord completion form

Please fill in this form to confirm **the letting arrangement you have with your tenant** and send it to:

Benefit Services  
PO Box 302  
Witney  
OX28 IWP

Date:

Claim reference number:

Letting arrangement details	
Your tenant's name	
Address of property that is rented	
Your name	
Your address	
Are you a managing agent?	Yes                  No
Do you own the property?	Yes                  No
Are you subletting the property?	Yes                  No If yes, please provide evidence that you have legal right to grant occupation to the above tenant.
Are you or your partner related to the tenant?	Yes                  No If yes, please state the relationship:-
Have you let this room/property before?	Yes                  No

<b>Letting arrangement details</b>		
Date tenancy commenced		
Date tenancy due to end		
Date tenant moved in		
The rent payable	£	
Payment frequency	Weekly / 4 weekly / calendar monthly / other – please specify:-	
<b>Services included in the rent</b>	<b>Are they included?</b>	<b>Amount charged</b>
Heating	Yes          No	£
Hot water	Yes          No	£
Lighting and power	Yes          No	£
Service charge	Yes          No	£
Laundry service	Yes          No	£
Laundry facilities	Yes          No	£
Water charges	Yes          No	£
Council Tax	Yes          No	£
Meals :- Breakfast	Yes          No	£
Lunch	Yes          No	£
Evening meal	Yes          No	£

### Landlord declaration

I will notify the council in writing when the above tenant leaves the property.

I understand I may be liable for prosecution if any of the above information I have supplied is incorrect.

Landlord signature..... Date.....

The Council are the Data Controllers for the purposes of the Data Protection Legislation

We will only use your personal information in accordance with the Legislation and for the purposes of the Revenues & Benefits. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.