

Please send the complete form to:
 Rother District Council
 Post Handling Service
 PO Box 10665
 Nottingham
 NG6 6DZ
 Email: revenuesandbenefits@rother.gov.uk



PROOF OF RENT (Evidence not available or insufficient)

THIS FORM MUST BE COMPLETED IF YOU DO NOT HAVE A FORMAL TENANCY AGREEMENT

Claimant's name..... Reference number.....
 Address.....

PLEASE ASK THE OWNER OR AGENT TO COMPLETE THE DETAILS BELOW

PART A OWNER'S NAME AND ADDRESS

Please fill in the name and address of the owner of the property.

Name..... Address

PART B AGENT'S NAME AND ADDRESS

If you are not the owner but manage the property on behalf of the owner and you want us to pay benefit to you, please tell us your name and address.

Name..... Address

DECLARATION OF CIRCUMSTANCES

I confirm that the person named above is my tenant and that the tenancy details are as follows:

Date tenancy began/...../..... Date tenant moved in/...../.....

Name(s) of joint tenant(s) The rent charged is £.....

The rent is payable:

Please tick box

- Daily Weekly 4-weekly Monthly
 2-monthly 3-monthly Other Please specify

PLEASE INDICATE IF THE RENT INCLUDES ANY OF THE FOLLOWING SERVICES

Council Tax	Y/N	Room Cleaning	Y/N	Water Rates	Y/N	Breakfast	Y/N
Personal Laundry	Y/N	Heating	Y/N	Hot Water	Y/N	Lunch	Y/N
Cooking	Y/N	Lighting	Y/N			Dinner	Y/N
Heating or lighting of shared areas			Y/N				

Landlord or Agent's name (please print)

Landlord or Agent's signature Date/...../.....