

Proof of rent form - Private tenants

West Somerset District Council, Benefits Section, 37 Blenheim Road, Minehead, Somerset TA24 5PS Phone: 01643 703704

**Your landlord must answer all these questions.
If we believe the tenant has filled this in, we will not accept it.**

What is your tenant's name and address?

Tenant's Name
Tenant's Address:

If you are an agent,
what is the landlord's name & address?

Name:
Address:

Does your tenant live in a:

- detached house? semi-detached house? terraced house?
 detached bungalow? semi-detached bungalow? terraced bungalow?
 flat in a block? flat over shops? flat in a house?
 maisonette? room or rooms in part of a house? self-contained besit?
 hostel? registered residential care home? registered nursing home?

Other? Please give details

If your tenant lives in a room is it:

at the front of the building? In the middle of the building? at the back of the building?

How many floors are there in the building?

Which floor does your tenant live on?

All floors Basement Ground 1st 2nd 3rd 4th Other (say which)

Please give details about the following types of room in the property

	Bedrooms	Bedsitter's	Living rooms	Dining rooms	Kitchens	Bathrooms	Toilets	Other (please describe)
Number of rooms for their use only								
Number of rooms they share with other people								
Number of rooms in the whole property								

Are you related to your tenant? Yes No

If 'yes' what is the relationship

Has your tenant's rent been registered as a 'fair rent' by the Rent Officer? Yes No

Have you let the property to your tenant under an 'assured' tenancy agreement? Yes No

Have you let the property to your tenant under an 'assured shorthold' tenancy agreement? Yes No

Please give the length of the tenancy

Does your tenant share the rent with anyone else?

No Yes

If 'yes' give their names.

/ /

Has your tenant been housed as a homeless person by the council?

No Yes

When did the tenant move in? / /

When did the agreement start?

/ /

How much is your tenant's rent and how often should it be paid?

£

every

If the property furnished?

No Yes

If 'yes', is it: fully furnished?

partly furnished?

hardly furnished?

Who is responsible for decorating the inside of the property?

You

Your tenant

Does the property have central heating?

No Yes

Does your tenant have any 'rent free' weeks?

No Yes

Has your tenant's rent gone up in the last 12 months?

No Yes

If 'yes' when did it go up?

/ /

Does your tenant's rent include money for any of the following?

Council Tax

Yes No

Amount

£

Laundry

Yes No

Amount

£

Water charges

Yes No

Amount

£

Personal Care

Yes No

Amount

£

Heating

Yes No

Amount

£

Counselling and support

Yes No

Amount

£

Hot water

Yes No

Amount

£

Cleaning of room

Yes No

Amount

£

Lighting

Yes No

Amount

£

Laundry facilities

Yes No

Amount

£

Cooking

Yes No

Amount

£

Shared Heating

Yes No

Amount

£

Shared lighting

Yes No

Amount

£

Shared cleaning

Yes No

Amount

£

TV

Yes No

Amount

£

Meals

Yes No

Amount

£

If 'yes', how many meals does your tenant get?

Three meals a day

Two meals a day

Breakfast only

Your signature

Date

/ /