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Rent details Housing and Council Tax Benefit

If you are a private or housing association tenant, you and your landlord should fill in this form to confirm your rent details.

To be filled in by the tenant

lf Yes, give details	Are you or any househol	Are you a joint tenant? Yes 📃	How much is the gross rent?	-	Previous address	(State flat or room number)	Address	Your partner's name	Your name
	Are you or any household members related to your landlord? Yes 📃 No	Yes 📃 No 📃 If Yes, who with?	ent? How often do you pay this? Weekly	Postcode		Postcode			
			this? Weekly Fortnightly	Period of notice required	How long is the tenancy for?	Type of tenancy	Tenancy start date	Your telephone number	Are you or your partner aged 60 or over?
A Standard			4-weekly Calendar monthly			ous the operate substruction and featured party of the) or over? Yes 📃 No 🌅

Please sign the declaration in section 3 and ask your landlord to fill in section 2.

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2 To be filled in by the landlord or agent	ndlord or agent				- ¢
Landlord's name			Agent's name		
Landlord's address	Post	ode	Agent's address	Pos	stcode
	Postcode	code		Pos	Postcode
Please list the services that	Please list the services that are included in the rent. For example if water charges are not paid	imple if water charges a		by the tenant the rent must include an amount for this service.	or this service.
Service		Amount per week	Service		Amount per week
Are the details given about the tenancy Please sign the declaration in section 3.	Are the details given about the tenancy by the tenant in section 1 correct? Please sign the declaration in section 3.	ction 1 correct? Yes	No		
3 Declaration to be signed	Declaration to be signed by tenant and landlord or agent	ent			
Please sign below to conf	Please sign below to confirm the details given on this form are correct.	m are correct.		Q	Company stamp
Tenant's signature			Date		
Landlord's or agent's signature	ature		Date		
Please stamp the box with	Please stamp the box with your official company stamp if you have one or attach to this for	you have one or attac	h to this form a note on your o	m a note on your company's headed paper.	
Please take this completed City Treasurer, PO Box 103,	Please take this completed form to your local benefit office or Customer Service Centre, or send it by post to: City Treasurer, PO Box 103, Sunderland West LDO, Sunderland SR2 8YH	or Customer Service (and SR2 8YH	centre, or send it by post to:		

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