



North Tyneside Council

Revenue and Benefit Service

North Tyneside Council

Quadrant East

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Landlord Declaration Form

Only your Landlord or their Agent must complete this form

1) Full name and address of the Tenant:

Name

Address & postcode

Tel No

Is the person named above a joint tenant?

Yes

No

If yes, please give the name(s) of the other tenant(s)

2) Your full name and address (or your agent's):

Name

Address & postcode

Tel No

Do you own the property the tenant is living in?

Yes

No

If 'No', please give the full name and address of the person who does

Name

Address & postcode

Tel No

3) Details of Occupancy and Rent:

How much rent do you charge?

How often does the tenant pay for example weekly, fortnightly, monthly?

When did the tenant move in?

When did you start charging the tenant rent?

When was the date of the last rent increase?

When is the date of the next rent increase?

£

Section 3 continued on next page ⇨

3) Details of Occupancy and Rent (continued):

We need to know if the rent includes payments for any of the following, if so please state the amount charged.

Council Tax	£	Heating	£	Gardening	£
Lighting	£	Laundry	£	General Counselling & Support	£
Cleaning	£	Meals	£	Cleaning of rooms & windows	£
Garage	£	Hot Water	£	Emergency alarm	£
Water Rates	£	Cooking	£		

If you have included an amount for meals please tick which meals are provided.

Breakfast Lunch Evening meal

We need to know which rooms your tenant uses solely, shares with other people and the total number of rooms in the property. Please write a number in each box below. If the answer is none then please write 'none'.

Rooms	Number of rooms in the whole property	Number of rooms that only the tenant uses	Number of rooms the tenant shares with other people
Living rooms			
Bedrooms			
Bed-sitting rooms			
Kitchens			
Bathrooms			
Separate toilet			
Other			

Is the property Fully furnished Part furnished Unfurnished

Are you related to the tenant or any member of the household? Yes No

If 'Yes', what is the relationship (for example, father, mother, son or daughter?)

4) Declaration. Please read and sign the following declaration:

I confirm that the information I have given is correct and complete.

I understand I may be prosecuted if I give incorrect or incomplete information.

I agree that you can check the information I have given on this form.

If I receive Housing Benefit payment direct, I understand that I must tell you immediately in writing if the circumstances change, for example:

- My tenant moves out of the property
- My tenant moves between rooms in the same property
- Someone else moves in with the tenant or
- I become aware that my tenant has started work.

I understand I may be prosecuted if I do not tell you of any change in circumstances that I become aware of.

I understand that if I receive direct payment of Housing Benefit for the tenant named over the page, I may be asked to pay back any Housing Benefit that is overpaid.

Your name

Your signature

Date

Thank you for taking the time to complete this form