

APPROVED APPLICATION FOR A PRE-TENANCY DETERMINATION

FOR COMPLETION BY LOCAL AUTHORITY

- A. Young individual; single room rent required Yes No Top-up Applies Yes No
- B. Date of application to Benefit Authority ____ / ____ /20__
- C. Local Authority Reference _____

Please answer all the questions and give as much information as you can. You will need to ask the Landlord or Property agent to provide some of the information and to sign the form.

1. Please give your details
Surname: _____
Other names: _____
2. Please give the address including any flat or room number of the property you want a Pre-Tenancy Determination for

Postcode _____
3. Your present address (if different from above)

Postcode _____
4. Please give details of the proposed tenancy. You may need to ask your Landlord for this information.
- (a) How much is the total rent? £ _____
- (b)(i) How often will you pay this amount?
Once a week/once every two weeks/once a month/other (please give details) _____
- (ii) If weekly, no of weeks (do not include rent free weeks)
- (c) What sort of tenancy will it be? (Shorthold/Assured/Other (Please give details if other) _____
- (d) How long will the tenancy last? _____
- (e) Are any services or amenities provided?
 Yes No
- If Yes, please give details below.

Service/Amenities	Included in Rent	
	Yes	No
Cleaning of common areas		
Lighting of common parts		
Lift		
Porter or estate staff/gardening		
Laundry equipment		
Laundering by landlord		
Heating		
Cleaning of accommodation		
Lighting of accommodation		
Hot Water		
Water Charges		
Gas/Electricity for Cooking		
Counselling and Support		

- (f) Is the accommodation furnished Yes No
If Yes, is it fully furnished furnished partly furnished
- (g) Does the rent include any money for meals
 Yes No
- If Yes, please give details below

Meal	Yes	No
Breakfast		
Lunch		
Evening Meal		

Who is the Landlord or Agent for the Property?
Name _____
Address _____
Postcode _____
Telephone Number _____
(during normal office hours only)

You will need to get the Landlord or Property Agent to sign the declaration over the page

6. (a) Type of property
- | | |
|---|--|
| <input type="checkbox"/> detached house | <input type="checkbox"/> bedsit |
| <input type="checkbox"/> detached bungalow | <input type="checkbox"/> terraced house |
| <input type="checkbox"/> flat in block | <input type="checkbox"/> terraced bungalow |
| <input type="checkbox"/> semi-detached house | <input type="checkbox"/> flat in a house |
| <input type="checkbox"/> semi-detached bungalow | <input type="checkbox"/> hostel |
| <input type="checkbox"/> flat over shop(s) | <input type="checkbox"/> maisonette |
| <input type="checkbox"/> other | <input type="checkbox"/> room or rooms |

- Number of floors in whole building _____
- (b)(i) If it a room(s) how many
- (b)(ii) If more than one room how many are:
bedrooms living rooms
(excluding bathrooms and kitchens)
- (b)(iii) Give location: front centre rear
- (c) On which floor is your private accommodation?
 all floors basement ground
 first second third
- (d) Please indicate the number of rooms in the property by putting a number in the appropriate box. DO NOT TICK.

	Whole House	Sole Use included in tenancy	Shared Use included in tenancy
Living Room			
Bedrooms			
Kitchen			
Bathrooms			
Toilets			
Bedsits			
Other			
TOTAL			

- (e) Does the accommodation have central heating yes no
- (f) Does the rent include the use of a garage yes no
7. Please give details of any other people who will be living with you if you take on this new tenancy

Name	Relationship to you	Sex M/F	Age

8. Will the new tenancy be a joint tenancy with any other person?
If Yes, please give this name(s) below

9. Are you getting Housing Benefit at the moment? yes no
10. Are you over 25 years of age? yes no

11. Ask the landlord or property agent to sign here:

I am considering granting a tenancy of the above dwelling and give my consent for an inspection of the premises to be carried out by the Rent Officer.

Landlord's Signature..... Date.....

12. Please sign this declaration yourself:

I am considering renting the property described above and I intend to apply for Housing Benefit.

Your Signature..... Date.....

When you have completed all the questions on this form, take or send it to the local Housing Benefit office in the area in which the accommodation is situated. You will find their address in the local telephone directory.

NOTES:

1. A Pre-Tenancy Determination will tell you the maximum rent which Housing Benefit could meet for the property. *It does not tell you how much Housing Benefit you will get.* This will depend on your other circumstances (for example, your income and the size of your family).
2. If you are single and under 25 years of age it is more than likely that your maximum rent will be restricted to the average cost of non self-contained accommodation in the area to which you are thinking of moving.
3. You will need to claim Housing Benefit separately, once you have received the Pre-Tenancy Determination and have decided that you want to take up the tenancy. You can get a Housing Benefit claim form from your local Housing Benefit office.