

8 WEEKS IN ARREARS PRO FORMA

Claim Reference Number: _____

Name of Tenant: _____

Tenants Address: _____

Name of Landlord: _____

Landlords Address: _____

Amount of Rent Charged: £ _____ (A) How Often? _____

TOTAL AMOUNT OF RENT ARREARS: £ _____ (B)

You will need to provide evidence of rent arrears showing when the rent was due and what payments have been made.

Please tick to tell us what evidence you are sending with this form. We must see original documents not photocopies.

Acceptable types of evidence are listed below:

- | | |
|---|--|
| <input type="checkbox"/> RENT BOOK | <input type="checkbox"/> BANK STATEMENTS (rent payments) |
| <input type="checkbox"/> RENT RECEIPTS (amounts & date paid) | <input type="checkbox"/> COURT DOCUMENTS (rent arrears) |
| <input type="checkbox"/> EVICTION NOTIFICATION (rent arrears) | |

Any evidence **MUST** prove the total amount of arrears outstanding.

Landlord Signature: _____

Date: _____

FOR OFFICE USE ONLY

Amount (£) at B _____
divided by
Amount (£) at A _____ = _____ (Number of weeks in arrears)

Date of decision: _____

Initials: _____

Pay to Landlord: _____

Review decision: _____

Or Tenant: _____

