



## Proof of Rent - To be completed by Landlord/lady

If you live in a privately rented or Housing Association property your landlord/lady can complete this form as proof of your rent. They must answer all the questions. You can provide your tenancy agreement, in full, as long as it includes all the information asked for below. A rent book is also acceptable if it includes all the information asked for below.

Tenant's name			
Tenant's address			
Landlord/lady name		Agent's name	
Landlord/lady address		Agent's address	
Contact Tel. No.		Contact Tel. No.	
Email		Email	

### RENT

Date tenancy commenced  /  /

How much is the rent?  What period does this cover? (Wkly, mthly, 4 wkly)

Date of next increase?  /  /  Date of last increase/decrease  /  /

Are there any rent free weeks?  If so, when?

Is this a joint tenancy? Yes  No

If yes, provide names of the other tenants

### Which of the following are included in the rent?

(Please circle 'Yes' or 'No' for each item and state the amount where it is included)

Council Tax	Yes	No	£	Tenant's clothing washed by landlord/lady	Yes	No	£
Gas/electric for heating	Yes	No	£	Tenant's bed linen washed by landlord/lady	Yes	No	£
Electric for lighting	Yes	No	£	Water rates	Yes	No	£
Gas/electric for cooking	Yes	No	£	Tenant's bedroom cleaned by landlord/lady	Yes	No	£
T.V. and/or video for sole use (Please circle)				TV, Video			£
Please circle to confirm which meals are provided:				None	Breakfast	Part Board	Full Board
Other							£

Does your tenant have any outstanding rent? Yes  No  If yes, how much

How many weeks rent does this cover?

### PROPERTY

Please confirm below all the rooms in the property and which are rented for the sole use of the tenant.

	Living Rooms	Bedrooms	Bedsit	Kitchen	Bathroom	Toilet	Other
How many in the property?							
Rooms for tenant's sole use?							

### DECLARATION

I declare that the above information is true and accurate and authorise the local authority to verify all information as stated.

Landlord/lady Signature

Date