

Application for a Pre-Tenancy Determination

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 sign the form.

For Local Housing Benefit office use only.

Date of Receipt.....

SRR Required YES NO

Reference Number

- 1. Please give the address including any flat or room number of the property you want a Pre-Tenancy Determination for.**

.....
.....
.....

Postcode.....

- 2. Type of property**

Detached House
 Detached Bungalow
 Semi-detached House
 Semi-detached Bungalow
 Terraced House
 Terraced Bungalow
 Terraced Flat

Flat in a Block
 Flat in a house
 Flat over shops
 Maisonette
 Bedsit
 Hostel
 Room or rooms

Other..... No. of floors in whole building.....

If rooms give location Front Centre Rear

i) On which floor is your private accommodation?

<input type="checkbox"/> All floors	<input type="checkbox"/> Basement	<input type="checkbox"/> Ground
First	Second	Third

ii) How many rooms do you have?

	Living room	Bed-room	Bed/sit room	kitchen	Bath room	Toilet w.c	Other
Sole Use							
Shared use							

iii) Is the property to be let furnished? yes/no

Fully furnished Partly furnished Minimally furnished

iv) Is there a central heating system? yes/no

v) Is a garage included? yes/no

vi) Is the Landlord responsible for interior decoration? yes/no

- 3. Who is the Landlord of the property?**

Name

Address

..... Postcode.....

Landlords telephone number (During office hours only)

It is very important that a telephone number is given otherwise the application may be delayed.

You will need to get the Landlord or Property Agent to sign the declaration over page 9.

- 4. Please give the details of the proposed tenancy. You may need to ask the Landlord for this information.**

i) What sort of tenancy will it be?
 (Delete as necessary) Shorthold/ Assured/ Licence/ Other
 (If other please give details)

ii) How long will the tenancy be?.....

iii) How much is the rent? £.....

iv) How often will you pay this amount?
 (Per week/ fortnight/ month/ other)
 Please give details

v) Are any services or amenities provided? yes/no
 If 'Yes' please give details

Services Provided	Included in Rent Yes/ No ?
Heating	
Lighting and power	
Gas/electric for cooking	
Laundry	
Cleaning	
Water	
Counselling & Support	

vi) Does the rent include any money for meals? yes/no
 (If Yes please give details)

Breakfast Lunch Evening Meal

- 5. Please give your details**

Title Mr Mrs Miss Ms

Surname

Present Address

..... Postcode.....

Are you single and under 25 years of age? yes/no

- 6. Are you getting Housing Benefit at the moment?** yes/no

- 7. Please give details of the people who will be living with you if you take on this new tenancy.**

Name	Relationship to you	Sex M/ F	Age

- 8. Will this be a joint tenancy with any other person?** yes/no

If yes please give their names below

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9. 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 a Rent Officer.

Landlord's signatureDate.....

10. Please sign this declaration yourself

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

Your signatureDate.....

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. You will have 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 obtain a Housing Benefit claim form from your local Housing Benefits Office.