



Herefordshire Council
Proof of Rent for Landlords / Agents
Use this form to tell the Council's Benefits Office
about the rent you charge

Form LL1
for Landlords
and Agents

Landlord's Name
.....

Agent's Name
.....

Landlord's Business Address
.....

Agent's Business Address
.....

Telephone Number.....
Email Address.....

Telephone Number.....
Email Address.....

The Council's Benefits office cannot award **Housing Benefit** until both the Landlord and Agent's full name and address have been stated on this form.

Section 1 - Rent Details

I confirm that (name) has resided in room / flat number
at (address) since (date) / /
The previous tenant was (name) who vacated on (date) / /

Please answer all questions below:

1. Amount of Rent

My tenant is liable for a charge of £ every: Week Fortnight 4 Weeks Month Quarter
Other, please specify

2. Tenancy

What type of tenancy does your tenant have? How long is it for?
Does a formal tenancy agreement exist? No Yes If yes, the period of notice is weeks
Are there any rent free weeks? No Yes If yes, the rent free weeks are
When is the next rent increase due?

3. Inclusive in the Rent

Does the rent include any services / amenities? No Go to **Question 4.** Yes please continue

Are cooked or prepared meals included in the rent? No Yes

Breakfast Part Board (2 meals a day) Full Board (3 meals a day)

If any of the following services below are included in the rent, please confirm which services by ticking the box and how much is charged for each service.

<input type="checkbox"/> Council Tax	<input type="text"/> £	<input type="checkbox"/> Heating	<input type="text"/> £	<input type="checkbox"/> Hot Water	<input type="text"/> £
<input type="checkbox"/> Lighting	<input type="text"/> £	<input type="checkbox"/> Water rates	<input type="text"/> £	<input type="checkbox"/> Gas/electricity for cooking	<input type="text"/> £
<input type="checkbox"/> Personal Laundry	<input type="text"/> £	<input type="checkbox"/> Cleaning (not shared areas)	<input type="text"/> £	<input type="checkbox"/> Garage	<input type="text"/> £
<input type="checkbox"/> Counselling and support	<input type="text"/> £	<input type="checkbox"/> Personal care	<input type="text"/> £		

4. Is your tenant behind with their rental payments? No Yes How many weeks?

Housing Benefit Payments made directly to Landlords or Agents

Please complete **Section 2** if you wish to receive direct payments of Housing Benefit for your tenant from the Council, otherwise go to **Section 3**.

Payments of Housing Benefit can be made directly to a Landlord or Agent if your tenant has consented to this or they are more than 8 weeks in arrears with their rental payments. In contrast, payments of Housing Benefit calculated by using the new Local Housing Allowance rates will always be paid to the tenant directly, unless there is a valid reason not to do so.

The Local Housing Allowance scheme came into force on 7th April 2008 and currently affects tenants renting from a private landlord and making a new claim for Housing Benefit or those who move home on or after that date. Landlords can request direct payment of Housing Benefit to them if their tenant is more than 8 weeks in arrears or if there is a serious risk of them losing their home through non payment of rent. Additionally from April 2011 if direct payment of the local housing allowance type housing benefit will help a tenant retain an existing tenancy or secure a new tenancy, housing benefit can be paid direct. To receive these direct payments, landlords should complete the form 'LHA - LL request for direct payments'.

This form and the current Local Housing Allowance rates are available on the Council's website at www.herefordshire.gov.uk. Further information about Local Housing Allowance, including the monthly rates is also available from lha-direct.voa.gov.uk

Section 2 - Direct Payments to the Landlord

Please answer all questions below:

Has your tenant requested that their Housing Benefit be paid directly to you?

No, Please provide this office with written details about this matter and proof of any arrears if applicable

Yes, Please provide your bank / building society account details.

Name of Bank / Building Society

Address of Bank / Building Society

Bank Account Number

Building Society number

Bank / Building Society sort code

Name of account holder

The Council send Housing Benefit payments to Landlords or Agents every four weeks in arrears. If you are overpaid Housing Benefit, the Council may choose to recover this overpayment from you. If this is the case, would you prefer to be sent a bill or deductions from on-going payments?

Overpaid benefit can be recovered from payments sent to you for other tenants. This is called blameless tenant recovery. When this happens we will tell you how much benefit is due for your other tenants and you must make sure that these tenants still get their normal payment credited to their rent account.

Section 3 - Declaration

I declare that I have read this form and that the information given is correct and complete. I understand that I have a duty to tell the Council's Benefits Section in writing and immediately of any changes in my tenant's circumstances that may affect the amount of Housing Benefit paid and if and when my tenant moves out of the accommodation.

If benefit is paid directly to me, I agree to receive these payments on my tenant's behalf and repay any benefit to which my tenant is not entitled.

I understand that if I give information that is incorrect or incomplete or fail to report any changes which might affect my tenant's entitlement, that I may be prosecuted.

Landlord / Agents signature

Date