

HOUSING BENEFIT: Pre Tenancy Determination – Anglia Revenues Partnership

Authorised Officer _____ Ext _____ Date in _____ Date out _____ Ref _____

1. Your surname _____ Mr / Mrs / Ms / Miss Telephone _____

Other names _____ Date of birth _____

R.O. STAMP	ADDRESS you are renting _____ _____ _____ Postcode _____	ADDRESSES TO INCLUDE ANY ROOM OR FLAT NUMBER	Correspondance address _____ _____ _____ Postcode _____																		
2. Other people who will live with you as part of your family or household (household includes joint tenants). <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:15%;">Date of birth</th> <th style="width:10%;">Sex</th> <th style="width:75%;">Relationship to you (the claimant)</th> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>			Date of birth	Sex	Relationship to you (the claimant)																Landlord or Agent Contact Address _____ _____ _____ Postcode _____ Telephone Number _____
Date of birth	Sex	Relationship to you (the claimant)																			

3. How long is the tenancy? _____
Have you had previous tenancies with the same landlord dating back before 15th January 1989? Yes / No

4. **Special types of tenancy**

MEALS: Will you receive	<input type="checkbox"/>	Landlord resident on the premises	<input type="checkbox"/>	Agricultural tenancy
Breakfast	<input type="checkbox"/>	Housing Association tenancy	<input type="checkbox"/>	Other – Please state below: _____
Lunch	<input type="checkbox"/>	Shorthold Notice served		
Evening meal	<input type="checkbox"/>			

5. **Type of accommodation**

<input type="checkbox"/> Terraced house	<input type="checkbox"/> Semi-detached house	<input type="checkbox"/> Detached house	<input type="checkbox"/> Room(s) in house
<input type="checkbox"/> Terraced bungalow	<input type="checkbox"/> Semi-detached bungalow	<input type="checkbox"/> Detached bungalow	<input type="checkbox"/> Maisonette
<input type="checkbox"/> Flat in house	<input type="checkbox"/> Flat in block	<input type="checkbox"/> Flat over shop	<input type="checkbox"/> Other – Please state below: _____
<input type="checkbox"/> Hostel	<input type="checkbox"/> Guest house	<input type="checkbox"/> Hotel	

No. of floors in whole building If single rooms give location Front Centre Rear

On which floor is your room(s) or flat to be? Basement Ground First Second Third Other – Please state _____

6. Number of	Living rooms	Bedrooms	Bed sitting rooms	Kitchens	Bathrooms	Toilets	Other rooms	TOTAL	TICK BOXES BELOW AS APPROPRIATE
In whole house/flat									<input type="checkbox"/> Central heating
For sole use of tenant & household									<input type="checkbox"/> Garage
Shared with other households									

7. **Tenancy Details** Whether to be let furnished Fully Partly Bare
Responsibility for internal decoration Landlord Tenant Unknown

8. GROSS RENT total monies paid to landlord £ _____ per _____	TICK BOXES AS APPROPRIATE Will you rent include Council Tax? <input type="checkbox"/> or Water Rates? <input type="checkbox"/> Will your landlord provide care? <input type="checkbox"/>	OFFICE USE ESTIMATES £ _____ £ _____
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9. Services	Will your landlord pay for fuel to provide:					Will your landlord provide any other services?								
	Hot Water	Heating	Cooking	Lighting	Power	Cleaning	Caretaker or Porter	Lift	Gardening	Laundry	Laundry Facilities	Satellite TV	None	
In your room or private accommodation														
In common / Shared parts														

OFFICE USE:
REMARKS:

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10. Ask the Landlord or Property agent to Sign:

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

Landlord Signature: _____ Date: _____

11. Please sign this declaration yourself:

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

Your Signature: : _____ Date: _____

Notes

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).

If you are single and under 25 years of age it is more likely that your maximum rent will be restricted to the average cost of a non self contained accommodation in the area to which you are thinking of moving. This restriction will apply from 7th October 1996. If you get a pre tenancy determination before that date but take up the tenancy on or after that date, the pre tenancy determination may not be valid.

You will need to claim Housing Benefit separately, once you have received the pre tenancy determination and you have decided that you want to take up the tenancy. You can get a Housing Benefit form from any of the Benefits offices.

IMPORTANT PLEASE READ

The decision that you receive from the Rent Officer following this application will tell you the maximum rent that will be used to calculate Housing Benefit, This figure may not be the benefit that you receive. Your benefit could be reduced for many reasons.

It may be affected by: Your Income
Your Savings
And the people who share your home

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Breckland House,
St. Nicholas Street,
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