



APPROVED APPLICATION FOR A PRE-TENANCY DETERMINATION

<u>For Completion by Local Authority</u>	
Young individual; single room rent required	Yes <input type="checkbox"/> <input type="checkbox"/>
Date of application to Local Authority	<input style="width: 100%;" type="text"/>
Local Authority Reference	<input style="width: 100%;" type="text"/>

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 to sign the form.

1. Please give your details

Name & Surname.

Present Address

Postcode:

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

Postcode:

3. Please give details of the proposed tenancy. You may need to ask your Landlord for this information

(a) How much is the total rent? £

(b) i How often will you pay this amount? Once a week/once every two weeks/once a month/other (please give details)

ii If weekly, number of weeks (do not include rent free weeks)

(c) What sort of tenancy will it be? (Shorthold/Assured/Other) (please give details if other)

(d) How long will the tenancy last?

(e) Are any services or amenities provided? Yes No

If YES, please give details below

Services/Amenities	Included in Rent	
	Yes	No
Cleaning of common areas		
Lighting of common parts		
Lift		
Porter or estate staff/gardening		
Laundry equipment		
Laundering by landlord		
Heating		
Cleaning of accommodation		
Lighting of accommodation		
Hot Water		
Water Rates		
Gas/Electricity for cooking		
Counselling and support		

(f) Is the accommodation furnished? Yes No

If YES, is it fully furnished partly furnished

(g) Does the rent include any money for meals?

Yes No

If YES, please give details below

Meal	Yes	No
Breakfast		
Lunch		
Evening Meal		

4. Who is the Landlord or Agent for the property?

Name

Address

Landlord or Agents telephone number

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

5. (a) Type of property

<input type="checkbox"/> detached house	<input type="checkbox"/> bedsit
<input type="checkbox"/> detached bungalow	<input type="checkbox"/> terraced house
<input type="checkbox"/> flat in block	<input type="checkbox"/> terraced bungalow
<input type="checkbox"/> semi-detached house	<input type="checkbox"/> flat in a house
<input type="checkbox"/> semi-detached bungalow	<input type="checkbox"/> hostel
<input type="checkbox"/> flat over shop(s)	<input type="checkbox"/> maisonette
<input type="checkbox"/> Other	<input type="checkbox"/> room or room
Number of floors in whole building <input style="width: 20px;" type="text"/>	

(b) i If it is a room(s) how many

ii If more than one room how many are:

bedrooms living rooms

(excluding bathrooms and kitchens)

iii Give location: front centre rear

(c) On which floor is your private accommodation?

<input type="checkbox"/> all floors	<input type="checkbox"/> basement	<input type="checkbox"/> ground
<input type="checkbox"/> first	<input type="checkbox"/> second	<input type="checkbox"/> third

(d) Please indicate the number of rooms in the property by putting a number in the appropriate box. **DO NOT TICK**

	Whole House	Sole use included in tenancy	Shared Use included in tenancy
Living rooms			
Bedrooms			
Kitchens			
Bathrooms			
Toilets			
Bedsits			
Other			
Total			

(e) Does the accommodation have central heating? Yes No

(f) Does the rent include use of a garage? Yes No

6. Please give details of any other people who will be living with you if you take on this new tenancy.

Name	Relationship to you	Sex M/F	Age

If YES, please give the name(s) below

8. Are you getting housing benefit at the moment? Yes No

9. Are you single and under 35 years of age? Yes No

7. Will the new tenancy be a joint tenancy with any other person? Yes No

10. 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 the Rent Officer.

Landlords' signature

Date

Landlords telephone number

(office hours)

11. Please sign this declaration yourself

I am considering renting the property described above and I intend to apply for housing benefit.

Your signature

Date

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. If you are single and under 35 years of age it is more than likely that your maximum rent will be restricted to the average cost of non self contained accommodation in the area to which you are thinking of moving.
3. You will need 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 get a housing benefit claim form from your local housing benefit office.