

Claim Reference Number		National Insurance Number	
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Nottingham City Council  
 Admail 4270  
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# 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.

Tenants Name:			
Tenants Address:			
Tenants Contact number:		Tenants Email address:	
Landlords Name:		Agents Name:	
Landlords Address:		Agents Address:	
Landlords Contact Number:		Agents Contact Number:	
Landlords email address:		Agents Email address:	

## RENT

Date tenancy commenced			
How much is the rent?			What period does this cover? (Wkly, mthly, 4 wkly)
Date of the next increase?			Date of the last increase?
Are there any rent free weeks?	Yes	No	If so, when?
Is this a joint tenancy?	Yes	No	
If yes, provide the names of the other tenants			

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## 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 rated	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)		Cable/Satellite		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
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## 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 the 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:	
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