



**BOROUGH OF HYNDBURN**  
HOME OF THE ACCRINGTON PALS

**BENEFITS, REVENUES  
AND CUSTOMER CONTACT**

Accrington Town Hall  
Broadway Offices  
Accrington  
BB5 1EZ

**Certificate of Tenancy and Rent**

(To be completed by your landlord/landlady or their managing agent)

Tenants name and address	Date tenant moved in:
	Date tenancy started:
	Type of tenancy e.g. shorthold, assured etc

Full name and business address of landlord/landlady	Full name and business address of managing agent.

Has the rent been registered with the rent officer yes  no   
 Is the landlord related to the tenant. Yes  no , is yes what is the relationship \_\_\_\_\_  
 How much rent is charged £ \_\_\_\_\_ How often is it charged \_\_\_\_\_

Is the property furnished yes  no  Is the property centrally heated yes  no

Does the tenant have use of the garage yes  no

Are services included in your tenants rent yes  no  if yes, please complete the attached table, if no go onto the next question.

Money for	Amount £	Service	Amount £	Service	Amount £
Council tax		Lighting		Cleaning of rooms/windows	
Water rates		Garage		Money for nursing/personal care	
Fuel for cooking		Meals		Other services	
Hot water		General counselling or support		Other services	

If your tenant asks for payments to be sent to you will you accept them yes  no

Signature of landlord: \_\_\_\_\_ Date: \_\_\_\_\_

## **Certificate of Tenancy and Rent**

This form can be used to tell us about your tenancy and rental charges. Please read the information on this page and return it to us using the details below.

### **Why do you need this information?**

Whenever you tell us about your tenancy and/or rental charges, we always need to see proof so that we can keep up to date records and make sure that you get the right amount of benefit and do not miss out on any benefit you may be entitled to.

### **Who fills this in?**

You should ask your landlord, or the managing agent of the property that you live to complete this form

Your landlord, or the managing agent of the property need to sign and date the form.

### **Where to send this form**

You can provide this information by post to the address at the top of this page.

If you have any further questions about your Housing Benefit please contact us

- By telephone – 01254 388 111
- By email – [enquiries@hyndburnbc.gov.uk](mailto:enquiries@hyndburnbc.gov.uk)
- Online – [www.hyndburnbc.gov.uk/benefits](http://www.hyndburnbc.gov.uk/benefits)
- Check your Benefits, Council Tax and Business Rates on-line. Register at [www.hyndburnbc.gov.uk](http://www.hyndburnbc.gov.uk) to get your unique PIN number

We are available by telephone:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
9.00 – 17.00	9.00 – 17.00	9.00 – 17.00	9.00 – 17.00	9.00- 17.00