

Durham County Council
Housing Benefit Questionnaire



Claim No:

To be completed by the Tenant

Name:

Address:

1. Give the reason(s) you moved into this property:

2. Have you looked at any other alternative/cheaper accommodation?

Yes No

If **YES**, please give details

If **NO**, please give details

3. Confirm the date your landlord started to charge you rent:

4. Were you issued with a tenancy agreement at the start of your tenancy?

Yes No

If **NO**, please give details

5. Were you issued with a rent book at the start of your tenancy?

Yes No

6. Have you paid any rent or bond?

Yes No

If **Yes**, please provide proof i.e. rent book/receipts/bank statements identifying payments made.

If **No**, please give reasons why:

7. Have you previously owned this property within the last 5 years?

Yes

No

If **Yes**, please explain why you are no longer the owner, and if you sold the property please confirm whom you sold it to:

NOTE - If the property was re-possessed you will need to provide evidence of this to support your claim.

Tenants Signature:

Date:

Durham County Council
Housing Benefit Questionnaire

Claim No:

To be completed by the Landlord

Name of Landlord

Landlord's Address:

(Please provide proof of residence i.e. council tax bill/utility bill etc.)

Name of Tenant:

Tenant's Address:

1. Confirm the reason(s) you have let the property?

2. Have you let this property previously?

Yes No

If **Yes**, please give details and **supply proof**:

If **No**, please confirm why?

3. Have you advertised the accommodation to let?

Yes No

If **Yes**, please give details and **supply proof**:

If **No**, please confirm why?

4. If your present tenant moved out would you re-let this accommodation to anyone other than family

Yes No

5. Please confirm the date your tenant moved into your property?

6. Confirm the date you started to charge your tenant rent?

7. Confirm the amount of rent you are charging for this accommodation?

£ every week / 4 weeks / calendar month

8. Give details of how the rent charge was decided

9. Have you issued your tenant with a rent book?

Yes No

10. Have you collected any rent or bond from your tenant?

Yes No

If **No**, please confirm the reasons why?

If **Yes**, please give details and **provide proof**:

11. Confirm what action you have/would take to recover any arrears of rent?

12. Confirm the date you became the owner of the property.

13. For what intention was the property purchased?

14. Have you informed Her Majesty's Revenue and Customs of this rental income?

If yes, please provide proof.

If No, please confirm the reasons why?

15. Have you informed your mortgage **and** insurance companies that you have rented this property?

If yes, please provide proof.

If **No**, please confirm the reasons why?

NOTE – If you have not complied with questions 14 and 15 you will need to do this with immediate effect, as this will delay your tenant’s application for Housing Benefit.

Confirmation in writing will be required as proof e.g. letters from the appropriate organisations once they have been informed.

Landlords Signature:

Date:

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