

# APPLICATION FOR A PRE-TENANCY DETERMINATION

For completion by Local Authority

**A: SRR Required?** Yes/No    **B: Date of Application to LA** \_\_\_/\_\_\_/\_\_\_    **C:HB Ref** \_\_\_\_\_

**Please answer all the questions & give as much information as you can. You will need to ask the landlord or property agent to provide some of the information & sign the form**

### 1. Please give your details

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Other Names: \_\_\_\_\_

National Insurance No. \_\_\_\_\_

Present address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Are you single and under 25 years of age?  
Yes/No

Are you getting Housing Benefit at the moment?  
Yes/No

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

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

### 3. Type of property

Detached house		Detached bungalow	
Semi-detached house		Semi-detached bungalow	
Terraced house		Terraced bungalow	
Flat in block		Flat in a house	
Flat over shop		Maisonette	
Bedsit *		Hostel	
Room/rooms * (how many?)		Other - give details	

\*Please give the location of bedsit / room(s)

Front		Centre		Rear	
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On which floor is your accommodation.

All Floors		Basement	
Ground		First	
Second		Third	

Please indicate the NUMBER of rooms in the property. *Do not tick*

	Whole House	Sole Use	Shared Use
Living rooms			
Dining rooms			
Bedrooms			
Kitchens			
Bathrooms			
Toilets			
Bedsits			
Studies			
Other (please specify)			
<b>TOTAL</b>			

Does the accommodation have central heating?  
Yes/No

Does the rent include the use of a garage?  
Yes/No

### 4. Who is the landlord or agent?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone: \_\_\_\_\_

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

a) How much is the rent? £ \_\_\_\_\_

b) How often is it paid? *Weekly/Fortnightly/4Weekly/ Monthly/Other* \_\_\_\_\_

c) What sort of tenancy will it be?  
*Shorthold/Assured/Other* \_\_\_\_\_

d) How long will the tenancy last? \_\_\_\_\_

**Is the accommodation furnished?**

Yes /No

(If Yes, is it fully  or partly furnished  )

**Does the rent include any meals?**

Yes/No

If Yes, please give details below:

Meal	Yes	No
Breakfast		
Lunch		
Evening Meal		

**Are any services or amenities provided?**

Yes/No

If yes, please give details here:

Service/Amenity	Included	
	Yes	No
Cleaning of common areas		
Lighting of common areas		
Lift		
Porter/estate staff/gardener		
Laundry equipment		
Laundering by landlord		

Cleaning of accommodation		
Lighting of accommodation		
Heating		
Hot Water		
Gas/electricity for cooking		
Water charges		
Counselling/support		

**7. 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

**8. Will the new tenancy be a joint tenancy with any other person? Yes/No**

*If Yes, please give their name(s) below*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. 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 Valuation Office Agency.

Landlord / agent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**10. 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 it 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. 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 claim form from your local Housing Benefit Office.