# LETTINGS INFORMATION SUBMISSION

# Rent Officer Functions

**Landlord/Agent Contact Details:**
Name:
Address:
Tel:
Email
Property portfolio size:

**Please complete & return by email to:**
**Email to** NSOhelpdesk@voa.gsi.gov.uk.
or
**Alternatively Fax to:** **03000 501 506**
or
**Post to :** Network Support Office, Wycliffe House
Green Lane, Durham, DH1 3UW

**www.voa.gov.uk/lettingsresearch**

| House Number | Address of property let (house name / street name) | Full Postcode | Achieved Rent (per wk. or per cal mth) | Water Rates or Bills Included (Please Specify) | Property Type (House/Flat semi/terraced, room) | No of Living Rooms | No of Bedrooms | Tenancy Start Date (Month/Year) | Time taken to let (approx days) | Comments |
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*The functions of The Rent Service transferred to the Valuation Office Agency (VOA) on 1 April 2009.*

**The rental information that agents, tenants and landlords contribute will be dealt with in the strictest of confidence and in accordance with the Data Protection Act.**