



**Your Landlord or Landlord’s agent should complete this form.**

Full name of tenant

Ben Ref

Address of tenant

Name and address of Landlord

Name and address of Agent

Telephone

Telephone

Date Tenancy Started

Date tenant moved in, if different

How much rent do you charge (in total, including any Housing Benefit)?

Please say how often you charge this. e.g. weekly / 4 weekly / calendar monthly or other?

Do you provide any meals? No Yes If so please state which

Who is responsible for paying the following charges

Gas	<input type="text"/>	<input type="text"/>
Electric	<input type="text"/>	<input type="text"/>
Water Rates	<input type="text"/>	<input type="text"/>
Council Tax	<input type="text"/>	<input type="text"/>

**Declaration - I certify that the information given is true and complete.**

Signature

Print Name

Date

Benefits Service, Town Hall, Buxton, Derbyshire SK17 6EL

Telephone 0845 129 7777 or 01298 28400  
Fax 01298 28485 Textphone 0845 129 4876

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