



**APPLICATION FOR
A PRE-TENANCY
DETERMINATION**

Application for a Pre-Tenancy Determination

BEFORE YOU TAKE ON A TENANCY AND CLAIM HOUSING BENEFIT, APPLY FOR A PRE-TENANCY DETERMINATION

If you are thinking of renting accommodation from a Private Landlord (not the Council or a Housing Association) *and* you are likely to need help from Housing Benefit to pay your rent, you can now find out how much of that rent will be used to work out your Housing Benefit before you decide to rent the property.

A Pre-Tenancy Determination is a rental valuation by the Rent Service. This valuation gives you the rent figure that will be used by the Housing Benefit Office to work out your Housing Benefit entitlement.

Remember that when your Housing Benefit is worked out it will take account of your income and other circumstances. **The Pre-Tenancy Determination does not guarantee that you will get Housing Benefit, or tell you the amount you will actually get. If you would like an estimate as to how much benefit you are likely to receive, please contact the Housing Benefit Office direct once you have received the Rent Officer's decision.**

How to apply

Complete and sign the attached form, which asks you for details about the property you are thinking of renting. You will need information from the Landlord to complete the form, and the Landlord must also sign the form.

Once the form is completed and signed, send it or take it to the Housing Benefit Office. Contact details can be found on page 2.

What happens next?

The Housing Benefit Office will ask the Rent Service to provide a rental valuation for the property and the average cost of other properties suitable for your needs. You will normally get a copy of their decision within 7 days. Page 2 of this leaflet explains the Rent Officer's decision and how it will affect your Housing Benefit. **Keep this part of the leaflet in a safe place and read it again when you get the Rent Officer's decision.**

The Rent Officer will send you, the Landlord and the Housing Benefit Office, copies of their decision. The information they give will help you decide whether you can afford the rent that is being asked. If you decide to take the accommodation you should claim Housing Benefit at once.

THE RENT OFFICERS' DECISION AND YOUR HOUSING BENEFIT

What will the Rent Officer do?

The Rent Officer will provide a valuation by considering such things as the rent charged, what services are included in the rent, the number of rooms in the property, the size of your household, the length and terms of the tenancy and the general level of rents in the area. The Rent Service will decide how much the property is worth in the rental market and how much is generally paid in the area for a property of a suitable size for your circumstances. The Rent Officer may need to look at the property you are thinking of renting, and if so, will make arrangements with the landlord to visit it.

The decision notice that the Rent Service sends you will tell you the **maximum rent figure** that will generally be used in working out your Housing Benefit. It will also give you other information including details of any services paid for in your rent which Housing Benefit cannot help with. This decision stands for 12 months from the date it is made.

Will the maximum rent figure be the amount of Housing Benefit I get?

Not necessarily. Your Housing Benefit will be worked out using this amount, but remember that the Rent Service's decision does not guarantee that you will get Housing Benefit or tell you the amount you will get. This will be worked out by the Housing Benefit Office and will depend on your income and other circumstances. If you get Housing Benefit it will generally be paid from the date we receive your Housing Benefit claim and not from the date of your Pre-Tenancy Determination application. If you want to claim Housing Benefit or need further information please contact The Benefits Office at Richmondshire District Council and they will tell you what to do next.

CONTACT DETAILS:

Richmond Community Office

Swale House
Frenchgate,
Richmond
North Yorkshire
DL10 4JE

Tel: 01748 829100

Fax: 01748 822257

(Open 8.45am to 5.15pm Monday to Friday)

Leyburn Community Office Central Chambers, Market Place Leyburn, North Yorkshire, DL8 5BB	Colburn Community Office Colburn Library and Information Centre Colburn Resource Centre, The Broadway, Catterick Garrison, DL9 4RF
Upper Wensleydale Community Office The Neukin, Market Place, Hawes, North Yorkshire, DL8 3RA	Reeth Community Office Hudson House, Anvil Square, Reeth, Richmond, DL11 6TB

Application for a Pre-Tenancy Determination

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

1. **Please give the property name and address, including any flat or room number of the property you want a Pre-Tenancy Determination for:**

Post Code:

2. **Type of property (please tick relevant box)**

<input type="checkbox"/> Detached House	<input type="checkbox"/> Bedsit
<input type="checkbox"/> Detached Bungalow	<input type="checkbox"/> Terraced House
<input type="checkbox"/> Flat in a Block	<input type="checkbox"/> Terraced Bungalow
<input type="checkbox"/> Semi-detached House	<input type="checkbox"/> Flat in a House
<input type="checkbox"/> Semi-detached Bungalow	<input type="checkbox"/> Hostel
<input type="checkbox"/> Flat over a Shop	<input type="checkbox"/> Maisonette
<input type="checkbox"/> Room or Rooms	<input type="checkbox"/> Converted Flat
<input type="checkbox"/> Purpose Built Flat	<input type="checkbox"/> Other

Number of floors in whole building:

If it is a room(s) give location:

Front <input type="checkbox"/>	Centre <input type="checkbox"/>	Rear <input type="checkbox"/>
All Floors <input type="checkbox"/>	Basement <input type="checkbox"/>	Ground <input type="checkbox"/>
First <input type="checkbox"/>	Second <input type="checkbox"/>	Third <input type="checkbox"/>

How many rooms do you have?

	Total Rooms	Sole Use	Shared with Others
Living Room			
Bedroom			
Bedsit/Room			
Kitchen			
Bathroom			
Separate Toilet/WC			
Other			

Is there a central heating system?

Yes No

Is there a garage included with the property:

Yes No

3. Who is the Landlord or Agent for the property?

Name:

Address:

Post Code:

Telephone Number:

(you will need to get the Landlord or the Agent to sign the declaration over the page)

4. Please give details of the proposed tenancy:

What sort of tenancy will it be?

Assured Assured Shorthold Other

How long will the tenancy last?

How much is the rent?

How often will you pay this amount?

Weekly Monthly 4 weekly Fortnightly

Are any services or amenities included in the rent?

Yes No

If yes, please give details:

Service Provided	Included in Rent		
	Indicate Yes or No		
Heating	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Lighting	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Power	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Hot Water	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Gas/Electricity for Cooking	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Laundry	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Cleaning	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Water Rates	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Counselling and Support	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

Is the property furnished?

Yes

No

If yes, is it:

Minimally Furnished:	<input type="checkbox"/>	Partly Furnished	<input type="checkbox"/>	Fully Furnished	<input type="checkbox"/>
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Does the rent include meals?

Yes

No

If yes, please give details

Meal	Yes	No
Breakfast		
Lunch		
Evening Meal		

5. **When was the property purchased?**

6. **Please give your details:**

Surname:

Other Names:

Present Address:

Post Code:

Daytime Tel. No:

Date of Birth:

7. **Are you getting Housing Benefit at the moment?**

Yes

No

8. **Please give details of any other people who will be living with you if you take on this tenancy, including children:**

Name	Relationship to you	Sex (M/F)	Age

9. Will the new tenancy be a joint tenancy with any other person? Yes No

If yes, please give their name(s) below:

Name	Relationship to You

10. Please ask the Landlord or Property Agent to sign here:

I am considering granting a tenancy on the dwelling given overleaf and give my consent for an inspection of the premises to be carried out by the Rent Service:

Name

Landlord/Agent Signature

Date

11. Please sign this declaration yourself:

I am considering renting the property described above and I intend to apply for Housing Benefit.

Name

Your Signature

Date

Please return to:

Richmondshire District Council
 Housing Benefits Office
 Swale House
 Frenchgate
 RICHMOND
 DL10 4JE

Or alternatively, see contact details on page 3 of this form for your local Community Office

For official use only:	
SRR Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Property Reference Number:	