

CHANGE OF ADDRESS – PRIVATE LANDLORD TENANTS

Your Name

Old Address <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="display: flex; justify-content: space-between; border: 1px solid black; padding: 2px;"> Postcode </div>	New Address <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="display: flex; justify-content: space-between; border: 1px solid black; padding: 2px;"> Postcode </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Telephone home number</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Mobile number</div> <div style="border: 1px solid black; padding: 2px;">Email address</div>
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Name of new landlord/agent

Address of new landlord/agent	
	Postcode
Telephone number	

My new tenancy commences on

/	/	
---	---	--

My old tenancy ended on

/	/	
---	---	--

I will move in/I have moved in on
(please delete as appropriate)

/	/	
---	---	--

Do you and your landlord live in the same address?

Yes ☐

No ☐

Are you or any member of your household related to *(or have been in a relationship with)* the landlord or any member of their family?
For example, father, son, partner, nephew or employer

Yes ☐

No ☐

How much is your rent?

£

How often is this due? (weekly, monthly,
4 weekly, please state)

Type of accommodation

(please tick)

Detached House

☐

Detached Bungalow

☐

Semi-Detached House

☐

Semi-Detached Bungalow

☐

Terraced House

☐

Terraced Bungalow

☐

Flat in Block

☐

Flat in House

☐

Flat over Shop

☐

Bedsit

☐

Caravan

☐

Caravan Site only

☐

Room/Rooms

☐

Other (please state)

If you live in a flat or in a room, please answer the following:

How many floors are there in the whole building?

Which floor do you live on?

If you live in a room where is it in the building?
(please state, front, back or centre?)

Does your rent include a garage?

Yes ☐

No ☐

If yes, is this optional?

Yes ☐

No ☐

Is your property fully furnished, partly furnished or unfurnished?
(please state)

Does your home have central heating?

Yes ☐

No ☐

Are you responsible for decorating the inside of your home?

Yes ☐

No ☐

Accommodation details (please state number of rooms)

	Living Room	Bedroom	Kitchen	Bathroom	Toilet	Other
In the whole house	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
						(please state i.e. Utility)
For the use of you and your family	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
						(please state i.e. Utility)
Shared with other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
						(please state i.e. Utility)

Does your rent include any of the following services?

(please tick)

Council Tax

☐

Hot Water

☐

Heating

☐

Cooking

☐

Lighting

☐

Water Rates

☐

Breakfast

☐

Lunch

☐

Evening Meal

☐

Laundry

☐

Communal Heating
and Lighting

☐

Cleaning of rooms
and windows

☐

Payment details for Private Tenants

All payments will be made by BACS into your bank account

Name of bank or building society

Bank or building society sort code

Account name

Bank or building society account number

Bank or building society account roll number

If there is a reason why you cannot manage your own rent payments,
we may be able to pay your landlord directly. **(If so please select this option)**

☐

Please contact us if you are unsure about anything or look on our website at www.richmondshire.gov.uk

I declare the information I have given on this form is correct and complete

Your signature

Date

Please send us proof of your new rent. This can be either of the following **(please tick)**

Tenancy agreement

☐

Rent book or rent account along with letter from your landlord

☐

It must include the following:

- The date the agreement started
- The amount you pay
- How long the tenancy will last
- How often you pay the rent, for example, every week, two weeks, four weeks or month
- The name and business address of your landlord and of the managing agent
- What is included in the rent, for example, meals, gas and electricity
- Details of rent already paid and the date of payment

