

EPPING FOREST DISTRICT COUNCIL

Application for a Pre-Tenancy Determination

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

OFFICE USE ONLY :
Single Room Rent
Required? YES/NO

1. Address of the property you want a Pre-Tenancy Determination for (including flat or room number)

.....

 Postcode

2. Please give your details

Surname

Other names

Present address

.....

 Postcode

Are you getting Housing Benefit at the moment? YES/NO

3. Are you single and under 25 years of age? YES/NO
 If the answer is Yes, please answer all the following questions.
 If it is No, please go to question 4.

Do you receive the Care Component of Disability Living Allowance at the highest or middle rate? YES/NO

Does anyone receive Invalid Care Allowance to care for you? YES/NO

4. What type of property is this Pre-Tenancy Determination for? (Please tick)

<input type="checkbox"/> detached house	<input type="checkbox"/> bedsit
<input type="checkbox"/> detached bungalow	<input type="checkbox"/> terraced house
<input type="checkbox"/> flat in block	<input type="checkbox"/> terraced bungalow
<input type="checkbox"/> semi-detached house	<input type="checkbox"/> flat in house
<input type="checkbox"/> semi-detached bungalow	<input type="checkbox"/> hostel
<input type="checkbox"/> flat over shop(s)	<input type="checkbox"/> maisonette
<input type="checkbox"/> room or rooms	<input type="checkbox"/> other

How many floors are there in the whole building?

On which floor is your private accommodation?

<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

If it is a room(s) give location front centre rear

5. Number of rooms in the property (Please enter the number)

	Whole Property	Sole use included in tenancy	Shared use included in tenancy
Living Rooms			
Bedrooms			
Kitchens			
Bathrooms			
Toilets			
Others			

Postcode

6. Who is the landlord or agent for the property?

Name

Address

.....

 Postcode

Telephone number (during office hours only)

You will need to get the landlord or property agent to sign the declaration over the page (Question 10).

7. Please give details of the proposed tenancy. You may need to ask your landlord for this information.

- i) What sort of tenancy will it be? (Shorthold/Assured/Other) (Please give details)
 - ii) How long will the tenancy last?
 - iii) How much is the rent? £
- How often will you pay this amount? (weekly/monthly etc) (Please give details)
- iv) Does the rent include any services, amenities or meals? YES/NO

If Yes, please tick the appropriate box(es)

<input type="checkbox"/> Heating	<input type="checkbox"/> Lighting
<input type="checkbox"/> Gas/electricity for cooking	<input type="checkbox"/> Hot Water
<input type="checkbox"/> Water Rates	<input type="checkbox"/> Laundry
<input type="checkbox"/> Counselling and Support	<input type="checkbox"/> Cleaning
<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch
<input type="checkbox"/> Evening Meal	

v) Does the property have central heating? YES/NO

vi) Does the rent include the use of a garage? YES/NO

vii) Is the accommodation furnished? YES/NO

If YES Partly Fully (Please tick)

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

Name	Relationship to you	Sex M/F	Age or Date of Birth

9. Will the new tenancy be a joint tenancy with any other person? YES/NO If YES, please give their name(s) below

.....

10. Ask the landlord or property agency 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 rent officer.

Landlord's signature Date

11. 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 or send it to -

**Benefit Division,
Epping Forest District Council,
Civic Offices,
High Street,
Epping,
Essex.
CM16 4BZ.**

However, if the accommodation for which you are seeking a pre-tenancy determination is not located in the Epping Forest District, you will need to send the form to the Local Authority that is responsible for that area.

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 Housing Benefit claim form from the Civic Offices or the Information Centres at Loughton and Waltham Abbey.
3. If you are single and under the age of 25 it is more than likely that your maximum rent will be restricted to the average cost of non self contained accommodation in the area to which you are thinking of moving. This restriction is known as a Single Room Rent and you will be advised of the level of this when you are notified about the result of your Pre Tenancy Determination application by the Rent Officer Service.

Thinking of renting private accommodation? Likely to need help with the rent?

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 Independent Rent Officer Service. This valuation gives you the rent figure which will be used by the Housing Benefit office to work out your Housing Benefit.

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 get.**

HOW TO APPLY

Fill in 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 fill in the form and they must sign the form as well. Once the form is filled in and signed, send it or take it to the Housing Benefit office in the area where the property is located.

WHAT HAPPENS NEXT?

The Housing Benefit office will ask the Rent Officer Service to value the property and to decide how much rent it would be reasonable to pay for it. You will normally get your decision within seven days. If they have made a valuation on that property on the same tenancy terms within the last 12 months that valuation will still stand and the Housing Benefit office will send you a copy of this decision. 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 this decision. The information he gives you will help you decide whether you can afford the rent that is being asked. Remember that the Pre-Tenancy Determination will be made based on the details given by you on this form. If you take the tenancy and you apply for Housing Benefit and, either the details of the tenancy or your circumstances are different, the Pre-Tenancy Determination may not be correct. **If you decide to take the accommodation you should claim Housing Benefit at once. You can get a Housing Benefit claim form from your local Housing Benefit office.**

IMPORTANT NOTE

Changes have been made to the way Housing Benefit is worked out for tenants of private landlords. Housing Benefit will now normally only meet in full rents which are around the general level for properties in the area where you have chosen to live. If the rent for your home is above this level you are unlikely to get all your rent from Housing Benefit.

The Rent Officer's decision and your Housing Benefit

WHAT WILL THE RENT OFFICER DO?

The Housing Benefit office will send your application for a Pre-Tenancy Determination to the Rent Officer. You will normally get your decision within seven days. 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 Rent Officer will consider things such 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 for property in the area.

From this information the Rent Officer 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. This decision stands for 12 months from the date it was made.

WHAT WILL THE DECISION TELL ME?

The decision notice that the Rent Officer 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 (such as laundry or room cleaning) paid for in your rent which Housing Benefit cannot help with. The maximum rent figure will go down if your rent includes charges for other items. The maximum rent figure can be further reduced by the Housing Benefit office when they come to work out your benefit if the figure seems to them to be unreasonably high for your particular accommodation needs.

WILL THE MAXIMUM RENT FIGURE BE THE AMOUNT OF HOUSING BENEFIT I GET?

Not necessarily. Your Housing Benefit will generally be worked out using this amount but remember that the Rent Officer'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. You may be able to get some additional help with your rent if your circumstances are exceptional. **If you get Housing Benefit it will be paid from the date of 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 contact the Benefit Division on 01992 564000 and they will tell you what to do next.