

## Proof of Rent Form

Please ask your landlord or the landlord's agent to complete this form

### Tenant details

Name(s)	
Address	
Postcode	
Claim reference	

### Landlord details

Are you the landlord or the landlord's agent?			
Landlord Name			
Landlord Address			
Postcode			
Telephone number		Email address	
Managing agent name and address(if applicable)			
Is the landlord or managing agent related to anyone living in the property? (Including relationship by marriage, even if the marriage has now ended)	Yes/No If Yes, how are you related		

### Tenancy details

Rent charge	£	Daily/Weekly/Four Weekly/Monthly	
Tenancy start date	DD / MM / YYYY		
Is this a joint tenancy?	Yes/No	If 'Yes' how many tenants are there?	
Are there any services included in the rent charge?	Yes/No If Yes, please give details overleaf		



<b>Services</b> included in the total rent charge	Please tick all that apply	Charge £
Water charges		
Council Tax		
Cleaning, heating, lighting of halls, stairs and passageways		
Cleaning (not halls, stairs and passageways)		
Lighting (not halls, stairs and passageways)		
Heating (not halls, stairs and passageways)		
Fuel for cooking		
Telephone calls		
Personal laundry		
Laundering of bed linen		
Satellite/Cable TV		
Window Cleaning		
Television Licence		
Physical Care – we may write to you for more information		
Counselling & Support – we may write to you for more information		
Other – Please give details		
<b>Meals</b> included – please tick whichever applies		
Breakfast only	Part board (any other number of meals)	Full board (at least three meals every day)

<b>Declaration</b>	
I declare that the information given on this form is true and complete to the best of my knowledge and belief.	
Signed:	Company stamp
Print name:	
Position held:	
Date:	



## Privacy Notice

### How is your information used?

We may use your information to: bill, administer and collect Council Tax; bill, administer and collect Business Rates; bill, administer and collect Business Improvement District (BID) levies; process and pay Housing Benefit, second adult rebate for pensioners, Council Tax Support, Discretionary Housing Payments and Council Tax Hardship; bill, administer and collect Housing Benefit overpayments; process applications for free school meals; bill, administer and collect Sundry Debts; process financial assessments relating to Home Care Charging and Residential Care Charging; investigate and prosecute Fraud; send you communications; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. This is to help us meet our statutory and non-statutory duties; administer work accurately and efficiently; assess any contribution to means-tested payments or grants provided by the Council; bill, administer and collect debt; contribute to intelligence gathering to assess impacts of changes to identify need; check the information you have given us to make sure we are handling your data correctly, and for other purposes allowed by law; and prevent fraud and the misuse of public funds.

### Who has access to your information?

We may share your information with:

- Other Council Directorates, Derby Homes, elected members and schools in Derby.
- External organisations such as: Government departments and organisations, other local authorities; Courts and Tribunals; the Rent Office; the Valuation Office Agency; the Police; the National Asylum Support Service (NASS); the National Anti-Fraud network (NAFN); the National Fraud Initiative (NFI); software providers; contracted service providers and IT companies used for technical support; social housing landlords (for Housing Benefit claimants in social housing); banks; building societies; external auditors; enforcement agents; debt advice agencies; your doctor / medical professional (if you are claiming a discount for severe mental impairment); your employer; any relevant third parties as required to help prevent fraud, including private sector companies as allowed by law.
- Relevant individuals such as benefits claimants, landlords and agents.

For further information about how your personal information will be used, please go to <https://www.derby.gov.uk/privacy-notice/> where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from [RBESPrivacyNoticerequest@derby.gov.uk](mailto:RBESPrivacyNoticerequest@derby.gov.uk) or call us on 01332 643194.

