



Liability to Pay Rent & Commerciality of Tenancy Form (Landlord)

City of Cardiff Council Housing Benefit

This form should be filled out by your landlord or agent.

Tenant details

Full name:
Address:
Postcode:
Claim Number:

Landlord details

Full name:
Address:
Postcode:

Please answer the following questions

When did you purchase the property?
Why did you purchase the property?
Do you own any other properties that you also rent?
Has the property been purchased under the "right to buy" scheme? If yes, please give details (for example, who was the original tenant, what date did you move out of the property, etc)
Did your tenant contribute towards purchasing the property? If yes, please give reasons and full details, including dates and amounts
Did your tenant contribute to any legal costs when purchasing the property? If yes, please give reasons and full details

Was your tenant involved in choosing the property before purchase? If yes, please give reasons and full details.

Did your tenant act on your behalf in the purchase of the property? If yes, please give reasons and full details.

Whose name is on the title deeds of the property? (If there are joint owners, please state their names)

Has the ownership of the property ever been transferred between family members? If yes, please give the reasons and full details.

Was the property purchased on a 'Buy to let' mortgage?

Have you advertised the property for letting purposes? If no, please give reasons.

Has the property been previously let to anyone else outside the family? Please give details

If the property were not let to this tenant, would you let it to anyone else outside the family? If no, please give reasons

How did you decide the amount of rent you would charge?

Does the amount of rent you charge vary? Please give full details

If the tenant was not entitled to Housing Benefit, would you charge them rent?

Does the tenant have a rent book or statement? If they do, please provide it. If they do not, please give reasons why.

Does the tenant have a tenancy agreement? If they do, please provide it. If they do not, please give reasons why.
Will your tenant be expected to make up any shortfall between the rent you charge, and any Housing Benefit awarded? If no, please state reasons
Does the tenant currently have any rent arrears? If yes, please state the amount
Have you, or will you take any action to recover the arrears? Please supply evidence of any actions taken.
Would you evict the tenant if they could not pay the rent?
Is this agreement legally binding? If not, please give your reasons
Do you help your tenant either financially or by providing care, etc? If yes, please give details
Are you registered as a landlord with Rent Smart Wales?

Declaration

As far as I know, the information I have given is correct. I will contact you immediately if I know that my tenant's circumstances have changed.

Signature:
Name:
Date:

<p>You can upload this form online using your mobile at www.cardiff.gov.uk/evidencebenefits. You can also email or post it to us.</p> <p>benefits@cardiff.gov.uk</p> <p>Freepost Cardiff Council Housing Benefit PO Box 6000 Cardiff CF11 0WZ</p>
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