



## Liability to Pay Rent & Commerciality of Tenancy Form (Claimant)

### City of Cardiff Council Housing Benefit

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

#### Claimant details

Full name:
Address:
Postcode:
Claim Number:

#### Landlord details

Full name:
Address:
Postcode:

Please answer the following questions

What is your relationship with your landlord (or your partner's relationship)? For example, son, cousin, ex-partner, friend etc.
Who owns the property that you are living in?
Since you moved in, has the property been purchased by a relative or your partner?
When did your landlord buy the property?
Why did they buy the property?
Was this property bought under the 'Right to buy' scheme? If yes, please give details
Have you ever applied for a mortgage on this property? If yes, please give details

Did you contribute toward the purchase cost in any way? If yes, please give details including dates and amount

Did you pay towards the legal costs of purchasing the property? If yes, please give details including dates and amounts.

Were you involved in choosing the property? If yes, please give details

Have you acted on your landlord's behalf in the purchase of the property? If yes, please give details

Do you have a Power of Attorney over your landlord's affairs? If yes, please give details and provide proof

Is your name on the title deeds of this property?

Have you or your partner's name ever been on the title deeds of this property? Or have you or your partner ever been an owner or joint owner of this property? If yes, please give details.

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

Why did you move to this particular property?

How did you find this accommodation?

Did you live with your landlord at their address before moving into this property?

Before moving into this property, did you consider moving to any other properties where the landlord was not related to you? If yes, please give details.

Does your landlord keep any of their personal belongings at your address or have a room set aside for their own use? If yes, please give details

Does your landlord ever stay at your address? If yes, please give details including length of stay and how often they visit.

Does the amount of rent you have to pay vary? If yes, please give details

Do you pay the building insurance on the property? If yes, please give details and reasons.

Do you pay ground rent or service charges?
Do you share meals or shopping bills with your landlord?
Are you expected to carry out any duties as a condition of living in the property? If yes, please give details.
Did you pay a deposit or rent in advance? If yes, please provide proof
How do you pay your rent?
Do you have a tenancy agreement? If no, please state reasons
If you have rent arrears, do you know how much you owe? If yes, please give details
Has your landlord taken any actions to recover the rent arrears from you? If yes, please give details and provide evidence
Has your landlord said that you will be evicted if your arrears are not paid? If yes, please give details and provide evidence
Do you pay any bills or cover other costs for your landlord instead of paying rent? If yes, please give details
Do you pay your rent directly into your landlord's mortgage account? If yes, please give details
Has there been any time when the landlord has waived the rent? For example, if you haven't been able to afford to pay? If yes, please provide details
Have you been required to pay rent from the date you moved into the property? If no, please explain why not
Since you moved in, have you paid for any repairs or renovations to the property? If yes, please give details and provide proof.
Do you receive any financial or other assistance from your landlord that you have or declared on your claim form?

## Declaration

**Please read this declaration carefully before you sign and date it.**

**I understand that:**

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit. You may check some of the information with other sources as allowed by law.

I declare that the information I have given on this form is correct and complete to the best of my understanding.

Signature:
Name:
Date:
You can upload this form online using your mobile at <a href="http://www.cardiff.gov.uk/evidencebenefits">www.cardiff.gov.uk/evidencebenefits</a> or email it to us at <a href="mailto:benefits@cardiff.gov.uk">benefits@cardiff.gov.uk</a>