

APPLICATION FOR A PRE-TENANCY DETERMINATION



London Borough of Merton, Merton Benefits Service, Corporate Services Department
 PO Box 610, Merton Civic Centre, London Road, Morden, Surrey SM4 5ZT. Tel: 020 8274 4903

Rent Service
Stamp Date

Local Authority
Stamp Date

For completion by Local Authority

A. Pensioner (SPC) case? Yes No

B. 50% top up to apply to this PTD request? Yes No

RO File Number HB..... LA Staff Initials.....

LA Ref. Number..... Extn..... IBS Sent Fax Date.....

IBS Place Ref..... IBS Sent Fax Time.....

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

- Please give your details
 Surname.....
 Other names
 Date of birth
- Please give the address including any flat or room number of the property you want a Pre-Tenancy Determination for

 Postcode.....
- Your present address (if different from above)

 Postcode.....
- Please give details of the proposed tenancy. You may need to ask your Landlord for this information.
 (a) How much is the total rent?.....
 (b)(i) How often will you pay this amount?
 Once a week/Once every two weeks/Once a month?
 Other (please give details)
 (ii) If weekly, are there any rent-free weeks? Yes No
 (iii) If yes, how many rent-free weeks are there?.....
 (c) What sort of tenancy will it be? (Shorthold/Assured/Other)
 (Please give details if other).....
 (d) How long will the tenancy last?.....
 (e) Are any services or amenities provided? Yes No
 If YES, please give details below

Services/Amenities	Included in Rent	
	Yes	No
Cleaning of common areas		
Lighting of common parts		
Lift Porter of estate staff/gardening		
Laundry premises with equipment		
Heating		
Cleaning of accommodation		
Lighting of accommodation		
Hot water		
Water charges		
Gas/Electricity for Cooking		
Counselling and support		

- (f) Is the accommodation furnished? Yes No
 If YES, is it fully furnished? Partly furnished?
 (g) Does the rent include any money for meals? Yes No
 If YES, please give details below

Meal	Yes	No
Breakfast		
Lunch		
Evening Meal		

- Who is the Landlord or Agent for the property?
 Name.....
 Address.....
 Postcode.....
 Tel. Number(normal working hours only)

- Type of Property**
 detached house bedsit
 detached bungalow terraced house
 flat in a block terraced bungalow
 semi-detached house flat in a house
 semi-detached bungalow hostel
 flat over shop(s) maisonette
 Other room or rooms
 Number of floors in whole building?.....
 (b)(i) If it is a room(s) how many?.....
 (b)(ii) Give location: front centre rear
 If there is more than one room in this part of the building please state your room number or give other details about it
 e.g. small room, large room.....
 (c) On which floor is your private accommodation
 All floors basement ground
 first second third
 (d) Please state the number of rooms in the property by putting a number in the appropriate box. DO NOT TICK

	Whole Property	Sole Use included in tenancy	Shared Use included in tenancy
Living rooms			
Bedrooms			
Kitchens			
Bathrooms			
Toilets			
Bedsits			
Other			
Total			

- (e) Does the accommodation have central heating? Yes No
 (f) Does the rent include the use of a garage? Yes No

- Please give details of any other people who will be living with you but not joint tenants. (See Question 8.)

Name	Relationship to you	Sex M/F	Date of Birth

- Will the new tenancy be a joint tenancy with any other person(s)?
 Yes No If YES, please give this name(s) below

Joint Tenants' Names	Date of Birth

- Are you getting Housing Benefit at the moment? Yes No
- Are you single and under 25 years of age? Yes No

11. Ask the landlord or property agent 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 Service.

Landlord's signature Date

12. 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 the local Housing Benefit office in the area in which the accommodation is situated. Ideally bring it into Merton Link, ground floor Civic Centre, London Road, Morden, Surrey, SM4 5DX. The address for posting it to is on the front of this form at the top.

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. If you are single and under 25 years of age 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.
3. 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 your local Housing Benefit office.

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 Registered Social Landlord) 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 Service. This valuation gives you the rent figure which will be used by the Housing Benefit office to work out your Housing Benefit. But see the notes under the heading **IMPORTANT NOTE**.

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

This free service has been available since 2nd January 1996. 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 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 twelve months that valuation will stand and the Rent Service will send you a copy of this decision. The Rent Service decision is explained below. Keep this part of this leaflet in a safe place, as you may need to refer to it again when you get the Rent Service decision.

The Rent Service will send you, the landlord and 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.

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

Housing Benefit will only meet in full rents, which are around the general level for properties in the area where you have chosen to live. If your rent is above this level you are unlikely to get all your rent from Housing Benefit.

If you are **single and under 25 years of age** the maximum rent which will be used to work out your Housing Benefit will be limited to the average cost of non self contained room in the area in which you are thinking of living. The Rent Service will give you that figure.

THE RENT SERVICE 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 Service. You will normally get your decision within seven days. The Rent Service 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 Service 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 your tenancy and the general level of rents for property in the area.

From this information the Rent Service will decide how 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 you and members of your family who live with you.

If you are single and under 25 years of age the Rent Service will make another decision. This will be based on the cost of a non self contained room (where you have shared use of kitchen and toilet facilities) in the same area as the property for which you are seeking the Pre-Tenancy determination. These decisions will stand for 12 months from the date they were made.

WHAT WILL THE DECISION TELL ME?

The decision notice that the Rent Service send you will tell you the maximum rent figure which will generally be used in working out your figure is arrived at by using two figures worked out by the Rent Service. The first is the figure that the Rent Service thinks is reasonable rent for the property or one of a suitable size for you and your family. This is known as the claim related rent. The second figure is the Rent Service's average rent based on properties of the same size in the area. This is known as the local reference rent.

If the notice is for someone who is single and is under 25 years of age it will state what the maximum rent figure is as well as the average figure for a non self contained single room. This is known as the single room rent. In this case the maximum rent will be no more than the single room rent.

It will also give you other information including details of any service (such as laundry or cleaning) paid for in the rent. These services are not generally met by Housing Benefit. The maximum rent figure will go down if your rent includes other items, for example water charges, meals and heating. The maximum rent figure can be further reduced by the Housing Benefit office if the figure seems to them to be unreasonably high for your particular accommodation needs.

ADVICE

If you need help or further information contact your local Housing Benefit office. Phone 020 8274 4903.

OBTAINING FURTHER COPIES OF THIS FORM

You can either:

- Phone 020 8274 4903;
- Visit Merton Link at the ground floor Civic Centre, London Road, Morden, SM4 5DX; or
- Print it from our website:
www.merton.gov.uk/benefits