

From landlord to housing benefits

Providing evidence of ongoing tenancy & rental liability to housing benefit office

[Your (landlord's) address]

[Your telephone number]

[Your email address]

[Date]

By [first class post / hand / email to: *[insert email address]*]

[Address of the Council's housing benefit department]

Dear Sir/Madam

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Re: Housing benefit claim

Claimant: [name]

Tenanted address: [address]

Request for evidence of tenancy

I write in relation to the above named, who resides at the above address. I understand you have asked for evidence of their tenancy.

I can confirm the following details:

Date tenancy commenced: [date]

Name(s) of tenant(s): *[insert names of all tenants]*

Current rental liability: £[amount] per [week / calendar month]

Type of tenancy: *[Fixed term assured shorthold tenancy / Periodic assured shorthold tenancy]*

[Insert the following if there is a written tenancy agreement:] I enclose a copy of the last tenancy agreement.

[OR, insert the following if there has never been any written tenancy agreement:] I can confirm there has never been a written tenancy agreement.

I trust that this letter suffices as satisfactory evidence for your purposes. Please do not hesitate to contact me if you have any queries.

Yours faithfully



[Your name]

Enc: Copy of last written tenancy agreement

Copy: [Name of tenant / claimant]

