

PRE-TENANCY DETERMINATION



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 Housing Association), 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 Peterborough Benefits Service to work out your Housing Benefit.

HOW TO APPLY

This service is free. All you need to do is 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, you should send it or take it to Peterborough Benefits Service, at the address shown.

WHAT HAPPENS NEXT?

Peterborough Benefits Service 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 the Rent Service has made a valuation on that property, on the same tenancy terms, within the last 12 months that valuation will still stand and Peterborough Benefits Service will send you a copy of this decision. The Rent Service's decision is explained overleaf.

Keep this part of the leaflet in a safe place and read it again when you get the Rent Officer's decision.

Once the Rent Service has made a valuation it will send you, the landlord, and Peterborough Benefits Service copies of this decision. The information provided 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 the address shown overleaf.

WHAT WILL THE RENT OFFICER DO?

Peterborough Benefits Service 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 the tenancy, and the general level of rents for property in the area.

From this information the Rent Service will decide how much 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 area. 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 sends you will tell you the maximum rent figure which will generally be used in working out your Housing Benefit. Generally, the maximum rent 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 a reasonable rent for the property, or one of a suitable size for you and your family. The second figure is based on rents for properties of the same size in the Peterborough area.

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 will be 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 services (such as laundry or cleaning) paid for in the rent. These services are not generally met by Housing Benefit. The maximum rent figure will not include certain items, for example water charges, meals and heating. The maximum rent figure can be further reduced by Peterborough Benefits Service if the figure seems to them to be unreasonably high for your particular accommodation needs.

WILL THE MAXIMUM RENT FIGURE BE THE AMOUNT OF HOUSING BENEFIT I GET?

Not necessarily. Your Housing Benefit will generally be worked out using the maximum rent or, if you are under 25 years of age, the maximum rent will generally be limited to the single room rent.

The Rent Service's decision does not guarantee that you will get Housing Benefit or that you will get the amount stated on the decision notice.

The Rent Officer's decision is only an indication of the amount of the rent which may be used to work out your Housing Benefit.

HOUSING BENEFIT AWARDS

When your Housing Benefit is worked out it will take into account your income and other circumstances, as well as the Rent Service decision.

Any payment of Housing Benefit will also depend on the date you make your claim rather than on the date you applied for your Pre-Tenancy Determination. So, if you do decide to move into the property, please let us have your benefit claim form as soon as possible.

If the Rent Service decision is lower than the full amount of the rent you may be able to get some additional help with your rent to prevent hardship. This is known as Discretionary Housing Payment. To make a claim for this you do have to be living in the property. However, when making a claim for this your circumstances will be taken into account, as well as your reasons for living in the property. There is a limited amount of money available to help with these additional payments so it is not possible to help everyone who makes an application.

ADVICE

If you need help or further information contact one of the following offices:-

**PETERBOROUGH CITY COUNCIL
CUSTOMER SERVICE CENTRE
BAYARD PLACE
(opposite the Central Library)
PETERBOROUGH PE1 1FF
Telephone (01733) 452241**

CITIZENS ADVICE BUREAU
41a PARK ROAD
PETERBOROUGH PE1 2TH
Telephone 08444 994120

APPLICATION FOR A PRE-TENANCY DETERMINATION

**Please answer all of the questions below 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 sign the form.**

- 1 Please give your details: Title
- Surname
- Other Names
- 2 Please give the address (including any flat or room number) of the property you want the pre-tenancy determination for:
-
-
- Postcode.....
- 3 Your Present Address (if different from above):
-
-
- Postcode.....

- 4 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. How often will you pay this amount? Weekly/Monthly/Other
(Please give details).....
- b1. If weekly, please state number of weeks
(exclude rent free weeks).....
- c. What sort of tenancy will it be? Shorthold/Assured/Other
(Please give details).....
- d. How long will the tenancy last?.....
- e. Is the accomodation furnished?..... YES / NO
- e1. If YES is it fully or partly furnished?.....
- f. Are any services/amenities provided? YES / NO
(if YES please give details below)

Services/ Amenities	Included in Rent?	
	Yes	No
Hot Water		
Heating		
Gas/Electricity for Cooking		
Lighting of Accomodation		
Power		
Cleaning of accommadation		
Laundry equipment		
Laundering by landlord		
Water Charges		
Cleaning of Common areas		
Lighting of Common parts		
Porter or estate staff/gardner		
Counselling and Support		

- g. Does the rent include any money for meals?..... YES / NO
(if YES please give details below)

Meal	Yes	No
Breakfast		
Lunch		
Evening Meal		

5. Who is the landlord or agent of the property?.....
- Name
- Telephone number
- You will need to get the Landlord or Property Agent to sign the declaration over the page.*
6. a. Please state the type of property (By Ticking the Relevant Box)

Detached House		Bedsit	
Detached Bungalow		Terraced House	
Flat In Block		Terraced Bungalow	
Semi-Detached House		Flat in House	
Semi-Detached Bungalow		Hostel	
Flat Over Shop(s)		Maisonette	
Other		Room or Rooms	

- a1. Number of floors in whole building
- b. If it is a room(s) how many
- b1. If more than one room, please state **how many** of the following rooms there are:

Bedrooms		Living Rooms	
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- b2. Please give the location of the room
(By ticking the relevant boxes)

Front		Centre		Rear	
Left		Middle		Right	

- c. Please state the floor of the private accomadation
(By ticking the relevant boxes)

All		Basement		Ground	
First		Second		Third	

- d. Please indicate the number of rooms in the property by putting a number in the appropriate boxes. (DO NOT TICK)

Type of Room	Whole House	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 use of a garage? YES / NO

g. 7. Please give the details of any other people who will be living with

h. you in the new tenancy:

Name	Relationship	Sex	Age

8. Will the new tenancy be a joint tenancy? YES / NO

If YES please state the other person(s) name(s) below

.....

.....

.....

9. Are you receiving Housing Benefit at the moment? YES / NO

10. 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 officer.

Landlord's signature Date

Landlord's address

.....

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 Peterborough Benefits Service (address below).

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 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.

PLEASE RETURN YOUR COMPLETED APPLICATION

By post to:

**PETERBOROUGH CITY COUNCIL
BENEFITS SERVICE
TOWN HALL
BRIDGE STREET
PETERBOROUGH
PE1 1BF**

In person to:

**CUSTOMER SERVICE CENTRE
BAYARD PLACE
(opposite the Central Library)
PETERBOROUGH
PE1 1FF**



FOR OFFICE USE ONLY

Single room rent required [] Yes [] No

Local Authority Reference

Date Passed to Rent Service

LA Officer signature.....

Date received by Local Authority
