



Customer & Digital Services
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Verification of Tenancy (VOT)

Claim ref: _____

Details to be completed by the landlord/agent:

1. Landlord's name: _____

Landlord's home address: _____

If applicable, agent's name: _____

Agent's address: _____

2. Name(s) of tenant(s): _____

3. Address of property: _____

4. Tenancy start date: ____ / ____ / ____

5. Date tenant(s) actually moved in: ____ / ____ / ____

6. Type of tenancy: _____ Duration of tenancy: _____

7. Current rent charged and frequency
(weekly, 4-weekly, monthly, etc.): £ _____ every _____

8. Are any services included within the rent,
such as water, gas, heating, meals, etc.?
If so, detail services or utilities charged:
Please do not enter any services paid for
separately by the tenant.

Service	Charge	Frequency

9. Date of last rent increase (If applicable): ____ / ____ / ____
Old rent: £ _____ every _____



10. Date of next rent increase (If applicable): ____ / ____ / ____
New rent: £_____ every _____

I declare that the information on this form is true and complete.

Signature of landlord/agent

(Person completing this form): _____ Date: _____

Business address (if different from above): _____



Claim No:

About where you live (to be completed by the tenant)

There is no need to complete the below if you have recently answered these same points as part of making a new claim. However, if you are being asked for clarification, or already have a current claim with us but are changing address, it is essential to complete this page in full.

Date your tenancy started: _____ **Date you moved in:** _____

Type of tenancy (for example, private, housing association, hostel): _____

In the table below, please state the number of rooms in the whole property, the number just for you (and your household), and the number you share with other people. Your household would include any dependants and/or non-dependants (but not joint tenants or housemates).

<i>Example:</i>	<i>In the building</i>	<i>Just for you (and your household)</i>	<i>That you share with other people</i>
Bedrooms	5	3	0
Toilets	2	1	1

<i>Complete every box:</i>	<i>In the whole property</i>	<i>Just for you (and your household)</i>	<i>That you share with other people</i>
Living rooms			
Bedrooms			
Bathrooms			
Separate toilets			
Kitchens			
Other rooms			

Are you responsible for paying Council Tax at this property? **YES** ☐ / **NO** ☐

If you are renting privately, please complete the following **after** your landlord has completed the Verification of Tenancy (overleaf) so we can pay your Housing Benefit directly to you:

Account number: _____ Sort Code: _____

Account name (i.e., Mr A N Other): _____

Bank or Building Society name: _____

We will need a bank statement to verify this information. We are only able to make payments into current accounts (not Post-Office accounts) with an eight-digit account number.



Are you, your partner, or any of your partner's children related to your landlord/agent, or to your landlord/agent's partner? Related includes through marriage (even if the marriage has ended). Some examples are parent, step-parent, parent-in-law, brother, sister, son, son-in-law, daughter, daughter-in-law, step-son, step-daughter, ex-wife, ex-husband, aunt, grandchild, grandparent, or the partner of any of the above?

YES ☐ / **NO** ☐ Please clarify the relationship or connection: _____

I declare that the information on this form is true and complete.

Your signature: _____ Date: _____

Failure to answer all of the questions may result in your payments being delayed.

