

# Rental Information Supplementary Form (Pensioners)



ABERDEEN  
CITY COUNCIL

[www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Claimant's Name and Address:

Reference Number

**Official Use Only**

Issue Date

Received Date

**Council Tax and Benefits Office, Crown House, 27 - 29 Crown Street, Aberdeen, AB11 6HA.**

Tel: 08456 080921 lines open Mon - Fri 8.45am - 5.00pm

Email: [benefits@aberdeencity.gov.uk](mailto:benefits@aberdeencity.gov.uk)

## HOW TO FILL IN THIS FORM

- If you rent your property from a Housing Association or Private Landlord, we require you to complete this form as well as the Benefit Claim form (Pensioners).
- Please complete this form using black ink. If you require assistance to complete this form, help can be given at any of the following offices:
  - Crown House, 27 - 29 Crown Street, Aberdeen, AB11 6HA  
Open 8.45am – 4.30pm
  - Area Housing Office (Central), Formartine Road, Tillydrone, Aberdeen  
Open 8.30am – 5.00pm
  - Mastrick Customer Access Point (North), Spey Road, Mastrick, Aberdeen  
Open 8.30am – 5.00pm
  - 1st Floor, St Nicholas House (South), Upper Kirkgate, Aberdeen  
Open 8.30am – 5.00pm
- We may ask for information / evidence to support your claim. Any evidence / information you send to us must be an ORIGINAL document. We cannot accept photocopies. If you are unable to provide any information / evidence please let us know immediately.
- You must return this form to Aberdeen City Council immediately, even if you do not have all the information we have asked for. If you do not, you may lose benefit that you are entitled to.
- We can copy and return your original evidence to you while you wait at one of our offices.
- If you have any difficulties in completing this form, or if you would like it translated, please phone 08456 080921.
- We are sorry there are so many questions, but these are necessary to ensure we pay you the right amount of benefit.

# A Your Property

When did your tenancy start at your current address?	
Are you a shared owner, co-owner, or have you previously owned the property in the last 5 years. If so, what was your reason for selling?	
What is your landlord's name?	
What is your landlord's business address?	
What is your landlord's phone number?	
If someone else manages the property for your landlord, what is their name?	
What is their address?	
What is their telephone number?	
Are any of the children in the Household related to the landlord or partner?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If 'Yes', who is related and what is the relationship?	
Are you related to your landlord?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If 'Yes', please state your relationship	
Have you signed a tenancy agreement?	<input type="checkbox"/> YES <input type="checkbox"/> NO
How long is it for?	
What kind of tenancy is it?	Assured <input type="checkbox"/> Short assured <input type="checkbox"/> Other <input type="checkbox"/> Don't know <input type="checkbox"/>
Do you give permission to discuss your claim with your landlord if required?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Please tick <b>one</b> box that best describes your home.		Please tell us the number of each type of room in your home and who uses them.			
House			How many in the whole house or flat?	How many are only used by you and your family?	How many do you share with other people?
Maisonette		Living room			
Bungalow		Bedrooms			
Converted flat		Bedsit rooms			
Flat over a shop		Kitchens			
Purpose-built flat		Bathrooms			
Studio flat		Toilets			
Room in a house or hostel		Other rooms (please give details)			
Bedsit					
Other (Please give details)					

# A Your Property (Continued)

How many floors are there in the whole building?	
If you rent a room, please tell us the room number.	
Is the property you live in detached, semi-detached or terraced?	

Do you share your room with anyone?

YES  NO

Is there central heating in your home?

YES  NO

Does your landlord live in the property?

YES  NO

Do you have any use of a garage?

YES  NO

Is your accommodation:

Fully Furnished

Partly Furnished

Unfurnished

Who is responsible for decorating the inside of your home?

You

Someone else (please specify)

Landlord

Do you have double glazing?  YES  NO

Do you have a garden?  YES  NO

How much rent does your landlord charge you?

£

Is this every:

Day

Week

Two Weeks

Four Weeks

Month

Other (please give details)

Do you pay rent in advance?

YES  NO

Do you pay rent in arrears?

YES  NO

Do you have any rent-free weeks?

YES  NO

*If 'Yes', when are they?*

Which meals are included in your rent?

Breakfast

Lunch

Evening Meal

None

Who do you pay your rent to?

Are you in rent arrears?  YES  NO

How many weeks are you in arrears?

What is the total amount of your rent arrears?

# A Your Property (Continued)

Does the rent you pay include any of these charges? If 'Yes', please tell us how much every week (if you know). We may write to you for more details.

	Yes	No	Amount		Yes	No	Amount
Council Tax				Heating (of your rooms)			
Hot Water				Fuel for cooking			
Laundry				Cleaning			
Garage				Lighting			
Cleaning rooms and windows				Charging for general counselling and support			
Charges for an emergency alarm system							

Has your rent for your house been registered by the rent officer?

Yes  No

If you rent from a private Landlord and are making a new claim you will have your benefit paid directly to you under Local Housing Allowance. The safest and easiest way to receive your benefits is directly into your bank account.

If your landlord is a Housing Association we can pay your benefit straight to your landlord. Please tick this box if you would like your Housing Benefit paid directly to your Housing Association.

## Bacs Payments

If you rent from a private Landlord or are a Housing Association tenant who wishes to have your benefit paid directly to your bank account, please provide your bank details below. Please note that we cannot pay Housing Benefit into a Post Office account.

Enter Your Name and Address

Name(s) of the Account holder(s)

Enter the name and address of your Bank or Building Society

Branch Sort Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Bank or Building Society Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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For help with **language / interpreting** and other formats of communication support, please contact: 01224 523 542

ভাষা/ইন্টারপ্রেটিং এবং অন্যান্য ফরমেটের  
যোগাযোগ সাহায্যের জন্য দয়া করে  
:01224 523 542  
নম্বরে যোগাযোগ করবেন।

如果需要語言/傳譯及其他形式的傳訊支援服務，  
請聯絡:01224 523 542。

Если требуется помощь при выборе  
языка / переводчика или других  
способов общения, звоните по  
телефону: 01224 523 542

للحصول على مساعدة بخصوص اللغة/ الترجمة  
و وسائل الاتصال الأخرى، الرجاء الاتصال  
بالرقم التالي: 01224 523 542

زبان / ترجمانی (انٹرپرائٹنگ) میں مدد اور اپنی بات دوسروں  
تک پہنچانے میں مدد کی دوسری طرزوں کیلئے، براہ کرم اس نمبر پر  
رابطہ کریں: 01224 523 542

Jeśli potrzebujesz pomocy **językowej /  
tłumacza** lub innej pomocy w  
porozumiewaniu się, proszę zadzwonić  
pod numer: 01224 523 542