



West Lothian Council

APPROVED APPLICATION FOR A PRE-TENANCY DETERMINATION

For completion by Local Authority

A. Young individual: Single room rent required: Yes/No Date of Application to Benefit Authority: __/__/__

C. Local Authority Reference:.....

Please answer all questions in BLACK INK and in BLOCK CAPITALS. 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.

1. Please give your details.

Surname:.....

Other Names:.....

2. Please give the address including any flat or room number of the property you want a Pre-Tenancy Determination for.

.....

.....Postcode:.....

3. Your present address (if different from the 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 rent? £.....

(b) How often will you pay this amount? Once a week/Once every two weeks/Once a month/ other (please give details)

*If weekly, number of weeks (do not include rent free weeks)?

(c)What sort of tenancy will it be? (Shorthold/Assured/Other) (Please give details of other).....

(d) How long will your tenancy last?

(e) Are any service or amenities provided? Yes / No (if yes, please complete the table below)

Service/Amenities	Included in Rent	
	Yes	No
Cleaning of common areas		
Lighting of common parts		
Lift		
Porter or estate staff/gardening		
Laundry equipment		
Laundering by landlord		
Heating		
Cleaning of accommodation		
Lighting of accommodation		
Hot water		
Water Charges		
Gas/Electricity for cooking		
Counselling and support		

5. Is the accommodation furnished? Yes / No

If Yes is it: Fully Furnished/Partly Furnished

Does the rent include meals? Yes / No

If YES please give details below?

Meals	Yes	No
Breakfast		
Lunch		
Evening Meal		

Who is the Landlord or Agent for the property?

Name:.....

Address:.....

.....Postcode:.....

Telephone number:.....

(During normal office hours)

Are either you or your partner related to, OR the ex-partner of the landlord? Yes / No

If yes, how are you related:.....

Is the landlord the parent of any children you are responsible for? Yes / No

You will need to get the Landlord or Property Agent to sign declaration over the page.

6. (a) Type of property

Detached house		Bedsit	
Detached bungalow		Terraced house	
Flat in block		Flat in a house	
Semi-detached house		Hostel	
Semi-detached bungalow		Maisonette	
Flat over shop(s)		Room or rooms	
Other			

(b) (i) If it is a room(s), how many?

(b) (ii) If more than one room, how many? Bedroom Living room
 (Excluding bathroom and kitchen)

(b) (iii) Give Location: Front Centre Rear

(c) On which floor is your private accommodation?

All Floors Basement Ground First Second Third

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

	Whole House	Sole Use (Included in tenancy)	Shared use (Included in tenancy)
Living room			
Bedroom			
Kitchens			
Bathrooms			
Toilets			
Bedsits			
Other			
Total			

(e) Does the accommodation have central heating? Yes / No

(f) Does the rent include a garage? Yes / No

7. Please give details of any other adults who will be living with you, if you take on this new tenancy, and also include the children you receive Child Benefit for.

Name	Relationship to you	Sex M/F	Age

8. Will the new tenancy be a joint tenancy with any other person? Yes / No

If Yes, Please give their name(s) below

9. Are you receiving Housing Benefit at the moment? Yes / No

10. Are you single and under 25 years old? Yes / No

11. Ask your 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 premises to be carried by the rent officer.

Landlords Signature:..... Date:.....

Contact Telephone number.....

12. Please sign declaration yourself:

I am considering renting the property described above and I intend to apply for Housing Benefit.

Your Signature:.....Date:.....

Contact Telephone number.....

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 other circumstance (for example, your income and size of 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. This restriction applies from 7 October 1996.
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.
4. When you have completed all the questions on this form, take it to any Council Information Service Office. or post it to The Revenues Unit, St David House, Bathgate EH48 1TT