



NORWICH
City Council

Notes

This form should be completed by your landlord if there is no tenancy agreement or if the tenancy agreement is more than 52 weeks old.

If you need help to complete this form, please contact us at the address/phone number below.

Benefits
City Hall
Norwich NR2 1NH

t: 0344 980 3333

Rent certificate

Name of tenant _____

Address of tenant _____

Postcode _____

Name of landlord _____

Address of landlord _____

How much rent is charged? _____ weekly ☐ four weekly ☐ monthly ☐

When did the tenancy start? _____

Are you or your partner related to your tenant? If so, please state relationship _____

How many of these meals do you provide each week? breakfasts ☐ lunches ☐ evening meals ☐

Does the rent include money for:	Yes	How much	No	Yes	How much	No
Heating	☐	_____	☐	Hot water	☐	_____
Cooking (fuel and facilities)	☐	_____	☐	Lighting	☐	_____
Cleaning of room(s)	☐	_____	☐	Lift	☐	_____
Gardening	☐	_____	☐	Laundry facilities	☐	_____
Having laundry done	☐	_____	☐	TV/satellite	☐	_____
Garage	☐	_____	☐	Water rates	☐	_____
Council tax	☐	_____	☐	Personal care	☐	_____

Please give details of any other services _____

- I declare that the information given on this form is true and complete to the best of my knowledge.
- I agree to Norwich City Council making any enquiries needed to check the information I have given.

Signed _____ Date _____
(Landlord)