

# Housing Benefit/Rate Relief Certificate of Occupation

If you are a tenant of the Housing Executive, a Housing Association or a Hostel, you do not need to use this certificate.

This form must be detached and given to your landlord to complete. ONLY your landlord or his agent can complete the certificate, which should then be returned to the office dealing with your Housing Benefit/Rate Relief claim.

You should enter your name and address details and the District Office dealing with your claim below.

## Tenant's Details

	Tenant	Tenant's partner
Last Name	<input type="text"/>	<input type="text"/>
Other Names	<input type="text"/>	<input type="text"/>
Address (including flat number)	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
District Office dealing with your claim	<input type="text"/>	<input type="text"/>

## Note for Landlords

The Housing Executive appreciates your help in completing this form. When completed, the Certificate of Occupation should be returned directly to the office noted above, you should not give this form back to your tenant.

**Owner and Agent details (we need owner details in EVERY case. If you have an agent we also need the agent's details)**

	Owner	Agent
Last Name	<input type="text"/>	<input type="text"/>
Other Names	<input type="text"/>	<input type="text"/>
Address (including flat number)	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Phone Number	<input type="text"/>	<input type="text"/>

## About the tenancy

Please confirm the date the tenancy commenced

On what date did the tenant first occupy the property?

How long is the tenancy due to last?

Is the tenant still living in the property?

No  Yes

Was a tenancy agreement signed?

No  Yes

Does the tenant have a rent book?

No  Yes

Was the property let furnished?

No  Yes

Is the tenant in arrears?

No  Yes

If yes, by how many weeks

## About the tenant and the landlord and/or agent

Is the tenant related to the owner or agent?

No  Yes

Is the tenant's partner (or former partner) related to the owner or agent?

No  Yes

Is a close family member related to the owner or agent?

No  Yes

Is the tenant a former partner of the owner?

No  Yes

Is the owner responsible for a child who lives in the property?

No  Yes

Is the owner or agent employed by the Housing Executive?

No  Yes

**If you have answered yes to any of the above questions, please give details below**

## About charges

How often is the rent charged?

Daily  Weekly  Fortnightly  Four Weekly  Monthly  Other

How much in total are you charging the tenant for this period?

For rent £  For rates £

**Please note that the NIHE needs confirmation of both the rent and the rates charged for this tenancy. If you do not confirm an amount for rates, the NIHE will assume that a rates charge is included in the rent and will reduce the rent accordingly.**

Who is responsible for the payment of rates to the Rate Collection Agency? You  The tenant

## Services included in the rent

**Apart from rent and rates, does the amount you charge cover any of the following items?**

(Please give amount charged where applicable)

Service	Yes	No	Amount		Yes	No	Amount
Heating	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Laundry or cleaning service	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Furniture	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Hot Water	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Personal Care and support	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Gas/electricity for cooking	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Garage or parking space	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Other (please give details)			<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>

Do you provide any meals for the tenant?  
If yes, please complete the following

No

Yes

Amount charged for breakfast

£

Tick if charged:

Daily  Weekly

Amount charged for lunch

£

Tick if charged:

Daily  Weekly

Amount charged for evening meal

£

Tick if charged:

Daily  Weekly

## Type of accommodation

Tick *one* box only to best describe the type of accommodation where the tenant lives

<input type="checkbox"/> Detached House	<input type="checkbox"/> Flat in a house	<input type="checkbox"/> Caravan
<input type="checkbox"/> Semi-detached house	<input type="checkbox"/> Flat in a block	<input type="checkbox"/> Houseboat
<input type="checkbox"/> Terraced House	<input type="checkbox"/> Flat over a shop	<input type="checkbox"/> Board and lodgings
<input type="checkbox"/> Maisonette	<input type="checkbox"/> Bedsit or rooms	<input type="checkbox"/> Hotel
<input type="checkbox"/> Bungalow detached	<input type="checkbox"/> Studio flat	<input type="checkbox"/> Hostel
<input type="checkbox"/> Bungalow semi- detached	<input type="checkbox"/> Supported Accommodation	<input type="checkbox"/> Sheltered Accommodation

How many rooms are there in the building?

Rooms	In the whole building	Just for your tenant	That your tenant shares with other people
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Private Tenancies Order

Was the property built before 1945?

No

Yes

When was the property built

Has the certificate of fitness been issued under the terms of the Private Tenancies Order 2006?

No

Yes

Has a Registered Rent been determined by the NI Rent Office under the terms of the Private Tenancies Order 2006 for this dwelling?

No

Yes

## Bank Details

If payment of benefit is to be made directly to you, the following details must be provided. Any entitlement of Rates Relief will be paid directly to the Rate Collection Agency

Name and address of bank or building society

  

Sort code

Account number

Account name

Do you already receive direct payment of Housing Benefit?

No

Yes

## Declaration

- I declare that the information I have given on this form is correct and complete to the best of my knowledge
- I authorise the Housing Executive to make any necessary enquiries to verify the information given on this form.
- I understand that the information given on this form may be shared with other government organisations if this is allowed by law
- I understand that it is a criminal offence to knowingly give incorrect information or to withhold relevant information
- I understand that any Housing Benefit overpaid to a landlord or agent may be recovered from any other payment of Housing Benefit made to that person.
- I understand that you may also use any information I have provided for other functions of the Housing Executive.

Landlord or Agent's signature

Date

**Data Protection: The Housing Executive applies the principles of the Data Protection Act 1998 in terms of the gathering, use and disclosure of the information provided on this claim form.**