

Tenancy agreement

Before we can pay Housing Benefit, there must be a formal tenancy agreement between the landlord and their tenant. The landlord must draw up a written document setting out the terms of the assured or short assured tenancy. You can find more information on these types of tenancies at : The Rent Registration Service, 2nd Floor, Endeavor House, 1 Greenmarket, Dundee, DD1 4QB.

By law, the person claiming must give us proof of the tenancy before we can pay them Housing Benefit. The tenant must give us their **original** tenancy document as part of their application for Housing Benefit. We will not accept photocopies.

The details of the tenancy should be agreed by the tenant and landlord.

The tenancy agreement should include the following.

- The landlord's and tenant's signatures, the date of the agreement and the signature of one witness.
- The start date of the tenancy, amount of rent, how often the rent is due, the amount of deposit and address of the property.
- Whether the tenancy is assured or short assured. (If it is a short assured tenancy, your landlord must also give you an AT5 notice.)
- A description of the house or flat (for example, a two-bedroom flat with kitchen and bathroom).
- The services included in the rent (for example, furniture, shared cleaning, garden maintenance, electricity supply, shared lighting, meals, and so on).
- Details of the landlord's and tenant's responsibilities for repairing, maintaining and decorating the property.
- Relevant information about subletting the property and transferring the tenancy.
- Details about changing the terms of the tenancy.
- The amount of notice the tenant or landlord must give before they can end the tenancy.

