

8 Weeks in arrears pro forma

Name of Tenant:		
Tenants Address:		
Post Code:		
Claim ref :		
Name of Landlord:		
Landlord Phone No.		
Landlord Address:		
Post Code:		
Amount of Rent Charged:		£
How Often:		
Total Amount of Rent Arrears:		£

You will need to provide evidence of rent arrears, showing when the rent was due and what payments have been made. Please tick to tell us what evidence you are sending with this form. We must see **original** documents not copies. Acceptable types of evidence are listed below:

Rent Book

Bank Statements

(Confirming transactions for rent payments)

Rent Receipts

(Detail amounts & date paid)

Rent Account Statement

Court Documents

(Confirming rent arrears)

Eviction Notification

(Due to rent arrears)

Any evidence **must** prove the total amount of rent arrears outstanding.

Landlord's Signature **Date**

Please return to :
Benefit Services Division,
Council House,
Dudley,
West Midlands,
DY1 1HF.