

Application for Registration of Fair Rent

(Revised 2020)

Please type your answers, or use **BLOCK LETTERS**, in black ink, and send the form, in duplicate if possible, to the Rent Officer.
Use this form except in the special cases set out in the Note below.

NOTE: This form should **not** be used for:

- a statutory tenancy arising at the end of a long tenancy under Part 1 of the Landlord and Tenant Act 1954 (use Form No. 6);
- a statutory tenancy under the Rent (Agriculture) Act 1976 (use Form No. 7);

1 Address of Premises

“Premises” means the property, for example the house,
flat or rooms(s) for which you want a rent registered

2 Name of Tenant

Tenant or Agent Telephone Number (If Known)

Tenant or Agent Email Address (If Known)

If you are the applicant and are happy to receive statutory notices and correspondence by Email, please tick here

Also give the tenant’s address if it is different from the above

3 Name and Address of Landlord

If a registered housing association or
housing trust, or the Regulator of Social Housing, tick here

Landlord or Agent Telephone Number (If Known)

Landlord or Agent Email Address (If Known)

If you are the applicant and are happy to receive statutory notices and correspondence by Email, please tick here

4 Details of Premises

Say what type of property it is, for example, a house, flat or room(s).

If it is a flat or room(s), say what floor or floors it is on

Give number and type of room(s).

5 Does the tenancy include any other property?

Such as garage, or other separate building or land

If “YES”, give details

YES NO *Tick one box*

6 Does the tenant share any accommodation:

- with the landlord?

If “YES”, give details

YES NO *Tick one box*

- with any other tenant?

If “YES”, give details

YES NO *Tick one box*

7 What rent do you want the rent officer to register as a fair rent?

Include any amount for services and/or furniture provided by the landlord
or superior landlord.

Do not include anything for rates.

Include council tax if this is payable under the tenancy by the tenant to the landlord.

The rent officer cannot deal with your application unless you answer this question.

£ **per**
(e.g. per week, month, quarter etc.)

7a Is the tenant liable to pay council tax to the landlord?

If “YES”, give details

YES NO *Tick one box*

- 7b Does the landlord or superior landlord pay council tax in respect of the property?** YES NO *Tick one box*
If "YES", give details

A landlord may be liable for council tax if the property is in a house in multiple occupation, unless the property is an exempt dwelling. The main exemption is where the residents of such a dwelling are students or recent school or college leavers.

- 7c Is the tenancy a "Shared Ownership" Tenancy?** YES NO *Tick one box*

If YES, please state the TENANTS % ownership share

If YES, please also provide details of the cost of managing the lease and buildings insurance

- 8 Are any services provided under the tenancy?** YES NO *Tick one box*
Such as cleaning, lighting, heating, hot water or gardening
If "YES", give details

- 9 If you are the landlord (and this is not a joint application) how much of the proposed rent do you think is due to these services?** £ per (e.g. per week, month, quarter etc.)
If this is a landlord's application, he must attach details of the expenditure incurred in providing any services, otherwise the rent officer cannot deal with the application

- 10 Is any furniture provided under the tenancy?** YES NO *Tick one box*
If "YES", give details or attach a list to the form

- 11 When did the tenancy begin?**

If for a fixed term, say how long.

What repairs are the responsibility of:

the landlord? _____

the tenant? _____

Give details of the other terms of the tenancy

If you have a tenancy agreement attach it or a copy to this form. It will be sent back to you without delay.

- 12 What is the rent now?** £ per (e.g. per week, month, quarter etc.)

Does this include any rates? YES NO *Tick one box*

If "YES", give details

State which rates are included

Include council tax if this is payable under the tenancy by the tenant to the landlord

- 13 Has the rent officer previously registered or confirmed a fair rent for the premises?** YES NO *Tick one box*

If "YES", did it come into effect less than 1 year 9 months ago? YES NO *Tick one box*

If you answer "YES" to the second question give reasons for your application, unless it is a joint application by landlord and tenant

During the present tenancy:

- has the tenant* carried out improvements or replaced fixtures, fittings or furniture for which he is not responsible under the terms of his tenancy? YES NO *Tick one box*
If "YES", give details

- is any disrepair or other defect to the property or to any fixtures, fittings or furniture due to the tenant* failing to comply with the terms of the tenancy? YES NO *Tick one box*
If "YES", give details

* including a former tenant under the present tenancy

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- 14 If the rent officer has registered a fair rent for the premises before, has the landlord carried out any major works or improvements since then?** YES NO *Tick one box*
If "YES", give details

15 I/We apply for registration of a rent

Signed Signed
Say whether you are the landlord or the landlord's agent *Say whether you are the tenant or the tenant's agent*
Date Date
If signed by agent, name and address of agent

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If the application is being made jointly by landlord and tenant, both should sign. If this is a joint application, the rent officer may register the rent asked for at question 7 without further consultation. If he does so, there is no right of objection to a First Tier Tribunal.

In an application by joint tenants or joint landlords, they should each sign, unless one signs as agent for the rest with their agreement.

In such a case, he should state that he is acting as agent.

Please send this completed form via email to NSOhelpdesk@voa.gov.uk or via post to Valuation Office Agency, Rent Officer Functions, Customer Service Centre, Wycliffe House, Green Lane DURHAM DH1 3UW