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**Letting Information Form for Tenants - Rooms**

**Rent Officers**

Please complete all the fields below and email the form back to [roli@voa.gov.uk](mailto:roli@voa.gov.uk)

Or post to: Valuation Office Agency, Rent Officer Functions, Wycliffe House, Green Lane, Durham, County Durham, DH1 3UN

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| **Name:** | Click or tap here to enter text. |
| **Email address:** | Click or tap here to enter text. |
| **Phone number:** |  |
| **Property address:** | Click or tap here to enter text. |
| **Postcode:** | Click or tap here to enter text. |
| **About the Property** | |
| **Is the room rented through a letting agent?** | Choose an item. |
| **Original tenancy start date** | Click or tap to enter a date. |
| **How much is the rent?** | Click or tap here to enter text. |
| **How often is the rent payable?** | Click or tap here to enter text. |
| **Are bills included in the rent?** | Choose an item. |
| **If Yes, please provide details** | Click or tap here to enter text. |
| **Room Type (eg single, double, en suite etc)** | Click or tap here to enter text. |
| **When was the property built?** | Click or tap here to enter text. |
| **Is the property Furnished?** | Choose an item. |
| **Please provide details of the shared/communal accommodation in the property** | Click or tap here to enter text. |