

# Rent Guarantee and Legal Expenses Claim Form

Claims general enquiries: 0845 155 6499

If you are a landlord, please complete this form from Section 2 onwards

## Section 1: Letting Agent details (to be completed by letting agents only)

Name of letting agency:

Agent scheme number:

Contact name:

Address:

Postcode:

Telephone number:

Fax number:

Email address:

Is the letting agency: Directly Authorised by the Financial Conduct Authority? Yes  No   
An Appointed Representative for HomeLet? Yes  No

## Section 2: Landlord details

Full name:

Telephone number:

Mobile number:

Email address:

Address:

Postcode:

## Section 3: Tenancy details

Is the property let in accordance with the Housing Acts of 1988, 1996, 2004 and any subsequent or superseding legislation, AND has the Landlord complied with the requirements of the Tenancy Deposit Scheme? Yes  No



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## Section 4: Claim details (continued)

If the tenant(s) is still in the property please provide details of how this was confirmed:

**By telephone** – please confirm the date/time of the last contact with the tenant(s) confirming occupation of the property (specifying which tenant was contacted):

**By email** – please confirm the date/time of the last email contact with the tenant(s) confirming their occupation of the property (specifying which tenant was contacted), and attach a copy of the email:

**By visit** – please confirm the date/time of the visit, who attended and who was found to be in occupation of the property (specifying which tenant was spoken to):

(Please use separate sheet if necessary)

Have you served a Section 21 notice seeking possession?

Yes  No

If "yes" please provide the date of expiry:

1 (a) Was a money deposit received on or after 6 April 2007?

Yes  No

(b) If "yes", at the date of service of the Section 21 Notice:

(i) Was the deposit held under a tenancy deposit scheme (TDS) authorised under Part 6 of the Housing Act 2004?

Yes  No

(ii) Had the initial requirements of the TDS been complied with, in relation to the deposit?

Yes  No

(iii) Had you or the Landlord given the tenant(s), and anyone who paid the deposit on behalf of the tenant(s), the prescribed information in relation to the deposit and the operation of the TDS?

Yes  No

2 (a) Did the Landlord receive a deposit in the form of property on or after 6 April 2007?

Yes  No

(b) If "yes", at the date of service of the Section 21 Notice had that property been returned to the person from whom it was received?

Yes  No

Have you served a Section 8 notice requiring possession?

Yes  No

If "yes" please provide the date of expiry

Has any demand letter been sent to the tenant(s) requesting the outstanding arrears?

Yes  No

If "yes" please submit copies with this form

Please list below all the known occupiers of the property over the age of 18 years, who are NOT named as tenants on the tenancy agreement:

(Please use separate sheet if necessary)

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## Section 5: Tenant details

### Tenant 1 details

Full name:	<input type="text"/>		
Telephone number:	<input type="text"/>	HomeLet reference number:	<input type="text"/>
Mobile number:	<input type="text"/>	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Work telephone:	<input type="text"/>		
Email address:	<input type="text"/>		

### Tenant 2 details

Full name:	<input type="text"/>		
Telephone number:	<input type="text"/>	HomeLet reference number:	<input type="text"/>
Mobile number:	<input type="text"/>	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Work telephone:	<input type="text"/>		
Email address:	<input type="text"/>		

### Tenant 3 details

Full name:	<input type="text"/>		
Telephone number:	<input type="text"/>	HomeLet reference number:	<input type="text"/>
Mobile number:	<input type="text"/>	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Work telephone:	<input type="text"/>		
Email address:	<input type="text"/>		

### Tenant 4 details

Full name:	<input type="text"/>		
Telephone number:	<input type="text"/>	HomeLet reference number:	<input type="text"/>
Mobile number:	<input type="text"/>	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Work telephone:	<input type="text"/>		
Email address:	<input type="text"/>		

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## Section 6: Guarantor details (if applicable)

### Guarantor 1 details

Full name:	<input type="text"/>		
Telephone number:	<input type="text"/>	HomeLet reference number:	<input type="text"/>
Mobile number:	<input type="text"/>	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Work telephone:	<input type="text"/>		
Email address:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		

### Guarantor 2 details

Full name:	<input type="text"/>		
Telephone number:	<input type="text"/>	HomeLet reference number:	<input type="text"/>
Mobile number:	<input type="text"/>	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Work telephone:	<input type="text"/>		
Email address:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		

### Guarantor 3 details

Full name:	<input type="text"/>		
Telephone number:	<input type="text"/>	HomeLet reference number:	<input type="text"/>
Mobile number:	<input type="text"/>	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Work telephone:	<input type="text"/>		
Email address:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		

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## Section 7: Additional information

Please provide any additional information that may help us when processing your claim below, including details of any dispute the tenant(s) may have raised with the Landlord:

## Section 8: Claim payment

Claimant's bank account details:

Account name:

Account number:

Sort code:

## Rent schedule

To process the claim, we need details of how much rent has been paid, and when, for the duration of the tenancy agreement.

You can provide this information by completing and attaching the rent statement at the end of this form.

## Section 9: Supporting documents

Please also attach the following documents unless they do not apply:

	Included	N/A		Included	N/A
Copy of full tenancy agreement	<input type="checkbox"/>	<input type="checkbox"/>	Final reference report (including terms & conditions)	<input type="checkbox"/>	<input type="checkbox"/>
Completed rent schedule	<input type="checkbox"/>	<input type="checkbox"/>	Section 21/Section 8 (if already served)	<input type="checkbox"/>	<input type="checkbox"/>
Guarantor's Covenant	<input type="checkbox"/>	<input type="checkbox"/>	Other documents required by reference, for example proof of residency, earnings and/or housing benefits	<input type="checkbox"/>	<input type="checkbox"/>

### IMPORTANT

This claim form, and all relevant documents, must be fully completed and received by HomeLet, within the policy notification period. Anything received outside this period may result in this claim being declined.

If a deposit was taken on or after 6 April 2007 and not held under a Tenancy Deposit Scheme (TDS), and/or the initial requirements of the TDS were not complied with, proceedings cannot be commenced on the basis of the expiry of the Section 21 Notice. Also the tenant(s) may be able to claim up to three times the deposit by way of compensation from the Landlord, and the return of the deposit.

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## Section 10: Insured authority

I hereby authorise the Legal and Claims department, and HomeLet's nominated solicitors, to act on my behalf in connection with the service of any notice seeking possession pursuant to Section 8 Housing Act 1988 (as amended), issuing possession proceedings in the County Court or issuing any enforcement procedure as may be required in the event that my tenant(s) is in default of any terms of their tenancy agreement.

Signed:

The Landlord (print name):

Signed on behalf of the Landlord:

Name (if signing on behalf of the Landlord):

Date:

If signing this form on behalf of the Landlord, please retain their written consent for you to do so. You may be required to produce this authority as part of the claims process.

As part of the claims process, we may contact the Landlord to verify the information provided, and confirm the Landlord has given their consent.

Is the Landlord the registered proprietor of the property (legal owner)? Yes  No

If "no", please provide evidence (authority) of the existence of the authority given to the Landlord as shown on the Tenancy Agreement to let the property on behalf of the registered owner.

## Section 11: Declaration

I/We confirm that all the documents requested have been attached with this form, and the information provided is true and accurate as at today's date. I/We understand that making a fraudulent insurance claim is a criminal offence and that my details may be passed to the enforcement authorities. (Please tick to confirm you've read and understood the declaration.)

Signed:

Print name:

Date:

### Submitting this form

Once completed, please send this form, and all relevant documents, to HomeLet. You can do this by:

- Post: Send all documents to Hestia House, Unit 2 Edgewest Road, Lincoln, LN6 7EL
- Fax: 0845 052 7624
- Email: [rentguaranteeclaims@homelet.co.uk](mailto:rentguaranteeclaims@homelet.co.uk)

Once we have received the documents we will confirm receipt within 3-5 days. If you do not hear from us within this time please contact us.

