

# Application for Registration of Fair Rent

(Revised 2020)

Use this form in the case of a statutory tenancy arising at the end of a long tenancy under Part I of the Landlord and Tenant Act 1954

Please type your answers, or use BLOCK LETTERS, in black ink, and send the form, in duplicate if possible, to the Rent Officer.

**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?**

YES  NO  Tick one box

Such as garage, or other separate building or land

If “YES”, give details

**6 Does the tenant share any accommodation:**

- with the landlord?

YES  NO  Tick one box

If “YES”, give details

- with any other tenant?

YES  NO  Tick one box

If “YES”, give details

**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?**

YES  NO  Tick one box

If “YES”, give details

**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.

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**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

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

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

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**11 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.*

On what date did, or will the tenancy begin?

What are the terms of the tenancy agreed between the landlord and tenant or determined by the Court?

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Were any initial repairs to be carried out? YES  NO  *Tick one box*

If YES, have they been completed? YES  NO  *Tick one box*

If NO, give details of repairs still to be completed.

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**12 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

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- 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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**13 I/We apply for registration of a rent**

Signed .....

*Say whether you are the landlord or the landlord's agent*

Date .....

If signed by agent, name and address of agent .....

Signed .....

*Say whether you are the tenant or the tenant's agent*

Date .....

.....  
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 rent assessment committee.

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](mailto:NSOhelpdesk@voa.gov.uk) or via post to Valuation Office Agency, Rent Officer Functions, Customer Service Centre, Wycliffe House, Green Lane DURHAM DH1 3UW