



LANDLORD BOND CLAIM FORM

Landlord name/Agent name

Name _____

Address _____

Email _____

Tel. no. _____

Tenant/s name

Name/s _____

Address _____

Email _____

Tel. no. _____

Forwarding address _____

Tenancy Start date _____ Tenancy End Date _____

Date tenant left property if different to tenancy end date _____

Reason tenancy ended _____

Claim details

Details of damage/loss (item damaged, photographic evidence etc.)

Bond Value £2,500 (maximum payment)

Rent arrears £ _____

Damage £ _____

Total claim £ _____

State total claim even if this is above £2500. Please note that a payment above the Bond value will **not** be agreed but this information will assist with monitoring claims.



LANDLORD BOND CLAIM FORM

Landlord Declaration

I confirm that the information contained in this claim is to the best of my knowledge an accurate statement of damage/loss or rent arrears.

I understand that this claim will be investigated by Let's Rent and I agree to co-operate with those investigations.

I understand that should this claim not be submitted within 14 days of the tenancy ending, my claim may not be assessed.

Signed _____

(Landlord / on behalf of landlord)

Print name _____

Date _____

<p>Please return to:</p> <p>letsrent@woking.gov.uk</p> <p>Let's Rent Woking Borough Council Housing Services Civic Offices Gloucester Square Woking GU21 6YL</p> <p>Tel: 01483 743 836</p>	<p><u>OFFICE USE ONLY</u></p> <p>Date Form Received _____</p> <p>Scheme CORE / CONNECT</p> <p>Received within 14 days Yes / No</p> <p>Further evidence required Yes / No</p> <p>Date received _____</p> <p>Date tenant contacted _____</p> <p>Claim outcome _____</p> <p>Agreed claim £ _____</p>
<p>Signed _____ (Assessment Officer)</p> <p>Date _____</p>	<p>Signed _____ (Line Manager)</p> <p>Date _____</p>

LANDLORD BOND CLAIM FORM

Claim checklist for landlords

- Completed Landlord Bond Claim Form
- Check-in inventory
- Check-out inventory
- Receipts/invoices/quotes for works completed and/or items bought
- Detailed rent statement if claiming for rent arrears
- Covering invoice (so we can pay you)

Who it is to – The Council's name and address

Who it is from - Landlord's name and address

Itemised breakdown of claim and costs

Invoice date

Invoice number

What the payment is for – i.e. Bond claim for rent arrears at 1 Gloucester Square, Woking

Total amount claiming

Bank account details (account name, sort code, account number)

Letter headed paper if you are a Letting Agent

Claim timescales

Claim resolution	Timescales
Claim form submitted with supporting documents	Within 14 days of tenancy end date
Tenant made aware of claim by Let's Rent	Within 2 working days of claim being submitted
Tenant dispute	Within 7 days of receiving claim details
Claim resolution	Within 14 days of receiving claim and all supporting documents
Payment to landlord	Within 30 days of invoice date if all supporting documents are received or 30 days.

Any claim not submitted within the 14 days stated on the Bond Scheme form may not be assessed.

Claim resolution cannot be delayed by a late tenant dispute. If a dispute is not received within the agreed timescales any subsequent dispute will be dismissed.