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SCHEDULE

Regulation 2(g)

FORM No. 9 **RENT ACT 1977**, section 67A and **RENT (AGRICULTURE) ACT 1976**, section 13 **APPLICATION FOR AN INTERIM REGISTRATION OF FAIR RENT IN THE CASE OF INCREASE ON ACCOUNT OF COUNCIL TAX.**

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Please read all the notes carefully

To the Rent Officer

1. Address of Premises	"Premises" means the property, for example the house, flat or room(s) for which you want a rent registered		
2. Name of Tenant			
Also give the address of the tenant if it is different from the above			
3. Name and Address of Landlord			
If a registered housing association or housing trust, or the Housing Corporation, tick here	<input type="checkbox"/>		
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 rooms			
5. Does the tenancy include any other property such as a garage, or other separate building or land?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Tick one box
If "yes", give details			
6. Does the tenant share any accommodation			
• with the landlord?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Tick one box
If "Yes", give details			
• with another tenant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Tick one box
If "Yes", give details			
7. Has the rent officer previously registered or confirmed a fair rent for the premises?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Tick one box
If "Yes", when did it come into effect?			
8. What is the rent now?	£ per (e.g. week, month, quarter etc)		
9. Is the tenant liable to pay council tax to the landlord?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Tick one box
If "Yes", Please give details of the band into which the property falls for the purposes of council tax.			
If "No", you should not use this form, please see note 2.			
10. Does the landlord pay council tax in respect of the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Tick one box
If "no" give details and please see note 2			
11. What rent do you want the rent officer to register as a fair rent including council tax?	£ per (e.g. week, month, quarter etc)		

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12. I/We apply for an interim registration of a rent on account of council tax.

Signed Signed
Say whether you are the landlord or agent *Say whether you are the tenant or agent*

Date Date

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

NOTES

1. This form may be used in cases where the tenant is a protected or statutory tenant under the Rent Act 1977 and where the tenant is a statutory tenant under the Rent (Agriculture) Act 1976.

2. This form should only be used to apply to the rent officer for an interim registration of rent to take into account the tenant's liability to make payments to the landlord in respect of council tax. It cannot be used after 31st March 1994 or if it has already been used or if council tax is not payable because the property is an exempt dwelling. It also cannot be used if an application for a registration of a fair rent in other circumstances could be made.

3. 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 11 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.

FORM No. 12A

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THIS LETTER IS IMPORTANT. PLEASE READ IT CAREFULLY AND KEEP IT.

Dear Sir/Madam

RENT ACT 1977, as amended

NOTIFICATION OF APPLICATION FOR AN INTERIM INCREASE OF REGISTERED RENT ON ACCOUNT OF COUNCIL TAX

1. I have been asked to register a fair rent to include council tax for:

2. If you are not the applicant, I enclose a copy of the application. **Please keep it.** The rent the applicant has asked for is shown at question 11 on the form. **I do not have to register this amount as the fair rent; I may register a higher or lower figure.**

3. You have the right to a meeting with me to discuss what rent I should register. This is known as a consultation. If you wish to have a consultation, or if you have any other comments, you must write to me within 7 days of the date of this letter. I would ask both parties to the consultation.

4. A consultation will be held if either you or the other party asks for one, or if I decide that there should be one. I shall tell you if a consultation is to be held. If there is no consultation, I will go ahead and register a rent.

5. It may be necessary for me to inspect the premises, but this will not affect your right to a consultation. You have the right to object to a Rent Assessment Committee if you disagree with the rent I register.

6. If you would like more information please contact my office.

Yours faithfully

for Rent Officer