



Second property – information

Full address of second property _____

_____ Postcode _____

Type of property (eg house, flat, shop with flat) _____

Is it freehold or leasehold? _____

If leasehold, how long is the lease? Start date _____ Expiry date _____

Is the property occupied? (tick) Yes No

If yes:

Name of occupier _____

Is the occupier related to you? Yes No

If yes:

What is the relationship? _____

Is the occupier a former husband / wife of yours? Yes No

Do any of these apply to the relative or any member of their family who lives in the property:
(please tick all that apply)

Aged over 60

Disabled

Looking after children under 16

How long is the tenancy (eg weekly, monthly)? _____

When did the tenancy begin? _____

How much rent do you receive? £ _____

How often do you receive this (eg weekly, monthly)? _____

Who is responsible for inside repairs? _____

Who is responsible for outside repairs and insurance? _____

If you are taking legal proceedings to evict the occupier(s), when did you issue the summons / writ?

Do you plan to live in the property? Yes No

If yes, when do you intend to move in? _____

What, if anything, stops you moving in now? _____

What is the current market value of the property? £ _____

Are you trying to sell the property? Yes No

If yes, what steps have you taken to sell it? _____

Please send in estate agent property details.

When did you put the property on market? _____

Do you have a mortgage or loan on the property? Yes No

If yes, how much is outstanding? £ _____

The information I have given on this form is true and complete. Norwich City Council may make any enquiries needed to check this information.

Signed _____ Date _____

Please return this form to:

Benefits
City Hall
Norwich
NR2 1NH



If you require this form in another language or format, eg large print, audio cassette or Braille, please call 0344 980 3333 or email info@norwich.gov.uk