
Income and Expenditure Form

We have introduced a new income and expenditure form to ensure you can pay the rent due and can take on a tenancy that you can sustain. It is important for us to set up your tenancy to succeed. As a responsible landlord we need to be confident that our tenants will be able to meet their rent payments comfortably and within their budget.

This helpsheet should assist you in completing the Income and Expenditure form. There is a mock up of the new form on page 2 which we have filled in as an example of what information needs to go in which boxes. **Please be aware that the amounts are examples.** Please complete the form using amounts that are relevant to your household. You may be in receipt of full Housing Benefit and Council Tax Benefit, but we need you to provide your full monthly or weekly rental amount and Council Tax amount BEFORE any benefits are paid.

General Information

The frequency column needs to be filled in for either weekly or monthly amounts. This will be determined by the how often you are paid your income or benefits. Insert a W for weekly or M for monthly.

Income

Please insert the full amount for any benefits that you may receive. If there are some benefits that you don't receive please leave the box blank.

Expenditure

All fields with a * sign are mandatory fields so they must be filled in.

Gross rent – this must be the full rent amount before any benefits are paid.

Council tax – this must be the full bill amount before any benefits are paid.

If you have any problems when you are filling this in, please contact the Lettings and Enquiries team on 0800 280 2575.

Please use the notes on page 1 to help you fill in the form.
 These amounts are examples, please complete the form using amounts relevant to your household.

Please input your income and expenditure below (*Mandatory fields):					
In the frequency box please indicate whether it is monthly (M) or weekly (W)					
	Frequency	Amount (£)		Frequency	Amount (£)
Income			Expenditure/Outgoings		
Earnings (take home pay)			*Gross rent/housing costs	m	£575.00
State Pension	W	£139.94	*Mortgage Payment		
Pension Credit			*Council tax	W	£110.00
Occupational Pension	m	£85.46	*Utilities (electricity/gas/water)	m	£65.00
Job Seekers Allowance			*Food/clothing	m	£300.00
Income Support			*TV Licence	m	£15.00
Universal Credit			Maintenance/child support		
Housing Benefit	m	£123.21	Court fines		
Council Tax Benefit/Reduction	W	£110.00	Care/support costs		
Disability Living Allowance	m	£310.00	Buildings/contents insurance	m	£25.00
Attendance Allowance			Life assurance	m	£10.00
Personal Independence payment			Telephone (landline)/broadband		
Other			Telephone mobile	m	£25.00
Total Income A			TV rental (Sky/Cable)		
			Cigarettes/alcohol		
Debts			Entertainment/going out	m	£80.00
Mortgage/rent arrears			Car expenses	m	£80.00
Council tax arrears			Travel expenses		
Utility bill arrears			Other		
Loans			Total Expenditure D		
Other					
Total debts B					
Savings		£3,400			
Total savings C					
			Office use only		
			Total income	Green	
			Total outgoings	Amber	
			Left over income	Red	

How often this payment is made

W

The full amount of benefit that you receive

This must be the full bill amount BEFORE any benefits are paid

This must be the full rent amount BEFORE any benefits are paid