

Crewe & Nantwich Borough Council Renewal Policy 2006 Rent Deposit Scheme Grant Claim Form (form rds 4/4)

1. IF YOU EMPLOYED A BUILDER/CONTRACTOR TO CARRY OUT THE WORKS TO YOUR HOME, YOU MUST ATTACH THEIR BILL, OR THEIR RECEIPT IF YOU HAVE ALREADY PAID THE BILL.
2. IF THE WORKS WERE DONE ON A "DO-IT-YOURSELF" BASIS, YOU MUST ATTACH ANY RECEIPTS OR INVOICES FOR THE MATERIALS USED.
3. IF YOU WANT THE ASSISTANCE TO COVER ANY FEES CHARGED BY A PROFESSIONAL AGENT FOR SERVICES PROVIDED IN CONNECTION WITH THE APPLICATION TO WHICH THIS CLAIM RELATES, YOU MUST ENCLOSE THEIR BILL, OR THEIR RECEIPT IF YOU HAVE ALREADY PAID THE BILL.

THROUGH OUT THE FORM PLEASE WRITE IN BLOCK LETTERS OR TICK THE BOXES WHICH APPLY.

Address of Property for which grant is claimed:

1. a) Your Name:

Your Address:

Post Code:

b) Date of approval to which this claim relates:

2. If you wish to authorise the Council to pay someone other than yourself, please do so by giving their name and address below.

Name:

Address:

Post Code:

3. Was the work carried out by yourself? (Tick the box which applies)

Yes No

4. Are you satisfied to the best of your knowledge that the work has put right the faults identified in the application?

Yes No

If you have answered "NO" please give details below:

Office use only

Part II

To be completed by the builder/contractor who carried out the physical works (or the applicant if DIY)

Office use only

5. On what date(s) was the work completed?

6. What was the total cost of materials (Including VAT)?

7. What was the total cost of the work (materials, labour and VAT)?

8. Was the work carried out as specified in the works estimate? (Tick box which applies)

Yes No

If you have answered "NO" then please explain why:

9. Does the final cost of the works (including materials) differ from the estimated cost? (Tick the box which applies)

Yes No

If you have answered "YES" then please explain why.

**FOR THE BUILDER/CONTRACTOR
(DELETE IF DIY)**

10. Are you satisfied that the work has put right the faults in the dwelling identified in the application? (Tick the box which applies)

Yes No

If you have answered "NO" please give details below and say whether you agree with any details provided by the householde In Part I, question 4.

Part III To be completed by applicant (or grant if one used)

11. What was the total cost of services (Including VAT)?

12 Does the final cost of services differ from the estimated cost? (Tick the box which applies)

Yes No

If you have answered "YES" then please explain why.

DECLARATION (for the applicant to sign)

Anyone knowingly making a false statement may be liable to prosecution.

I declare that the answers I have provided to questions 1-4 are correct and that I understand that claiming this grant binds me to the terms and conditions that I have already signed separately,* including the agreement to allow the Council to find the tenant for the property. A copy of the term and conditions is attached to this claim form again for your reference.

Signature:

Date:

*Acceptance of Conditions Form RDS 2/4

DECLARATION (for the person who carried out the works to sign)

Anyone knowingly making a false statement may be liable to prosecution.

I declare that the answers I have provided to questions 5-10 are correct.

Signature:

Date:

DECLARATION (for the agent who completed Part III to sign)

Anyone knowingly making a false statement may be liable to prosecution

I declare that the answers I have provided to questions 11 and 12 are correct.

Signature:

Date:

Please return this form to:
Head of Housing, Crewe & Nantwich Borough Council,
Municipal Buildings, Earle Street, Crewe, Cheshire CW1 2BJ

Office use only