



**Doncaster
Council**

Housing Benefit and Council Tax Benefit Section
Civic Office, Waterdale
Doncaster, DN1 3BU
Telephone: 01302 735336

Request to recover overpayment of Housing Benefit from tenant

1. About the tenant

Tenant's name: **Mr / Mrs / Miss / Ms** _____
Address: _____

Telephone No.: _____

2. Details about the overpayment

How much is the overpayment? £ _____
What period is the overpayment for? From ___ / ___ / ___ To ___ / ___ / ___
Were you told the tenant was leaving? Y N Date if known ___ / ___ / ___
Date the tenancy ended ___ / ___ / ___
Did the tenant have to give Notice? Y N
Start date of notice period ___ / ___ / ___ End date of notice period ___ / ___ / ___
Did the tenant hand in their keys? Y N
Has the property been re-let? Y N Date re-let ___ / ___ / ___

6. Declaration

I declare that the information I have given on this form is correct and complete and request that the overpayment of Housing Benefit is recovered direct from the tenant. I understand that if I have falsified information you may determine us not 'fit and proper' landlords.

Signed: _____ **Date:** _____

Please print your name _____

Official stamp (if you have one)

