

Local Authority case  
reference number

Local Authority address / stamp

Telephone

Textphone

Please ask for this extension if  
you phone us:

Date

## **Valuation of interest in property or land**

---

Dear

In your claim for Housing Benefit/Council Tax Support you said that you have an interest in property or land which is not where you live.

We need some more information about the property or land before we can decide your claim.

### **What you need to do**

Please fill in the form and send it back to us. You can use the envelope we have sent you. It does not need a stamp.

You need to answer the questions as if you were doing so

on .

If there have been any changes since this date, tell us on a separate sheet of paper. Please make sure you tell us everything about the property or land which may affect its value.

If you have any recent papers to show how much the property or land is worth, please send them to us with this form. This could be a valuation document or evidence of the sale of the property or land. We will send the papers back to you.

If you cannot send us anything to show how much the property or land is worth, we may have to arrange for the property or land to be inspected by an independent valuer. The valuer will give an opinion about the value of the property or land.

If you need any help to fill in this form, please get in touch with us. Our phone number and address are at the top of this page.



# Valuation of interest in property or land

## Part 1: About the property or land

If you have more than one asset (property or land), you will need to fill in a form for each asset.

**01** What type of asset do you have?

Property

Land **Go to question 5**

**02** Full address of the property

Postcode

**03** Please tell us what type of property it is

House, bungalow or flat

Number of bedrooms

Block of houses or flats

Shop or warehouse

Other

Please explain

**04** Do you intend to live in the property?

No **Go to question 13**

Yes

When do you intend to move in?  
DD/MM/YYYY

What stops you living in it now?

**Go to question 13**

**05** Full address of the land

Send an Ordnance Survey plan or equivalent of the land showing the boundaries and any nearby identifiable landmarks.

Postcode

**06** Which is the nearest town or city to the land?

**07** How far is the land from the nearest town or city?

**08 Where is the land located?**

- Village
- Town or city
- Rural
- Suburban
- Coastal
- Mountain

**09 What type of land is it?**

- Agricultural
- Residential
- Commercial
- Industrial
- Rural
- Combination
- Historic
- Aesthetic
- Other

Please tell us about this

**10 What is the land currently used for?**

**11 Are there any buildings on the land?**

- No
- Yes

Please tell us about this

**12 What is the approximate size of the land?**

**13 Did you buy the property or land?**

- No

Please explain how the property or land came into your possession (for example, the property or land was left to you in a will or someone bought it for you)

- Yes

What was the original purpose of buying the property or land? For example, you bought it as a home or as an investment

Did you purchase the property or land yourself? For example, did you finance the property or land from your own savings or with a loan from a building society or bank?

- No **Go to question 14**
- Yes

**14 What date did the property or land pass into your ownership?**

DD/MM/YYYY

**15** Is the property or land currently for sale?

- No **Go to question 16**
- Yes Please tell us about this on a separate sheet of paper. Please send us proof that the property or land is for sale, such as estate agent's sale particulars

When did you put the property or land up for sale?

**16** Is the property or land subject to divorce or dissolution of civil partnership proceedings?

For example, proceedings about the disposal of assets of the marriage or civil partnership.

- No **Go to question 18**
- Yes

What stage have the proceedings reached?

Please send details of any proposals, court orders or agreements affecting the property.

**17** When did you leave the matrimonial/civil partnership home?

DD/MM/YYYY

**18** What is your interest in the property or land?

Please tick one box

- Freehold **Go to question 19**
- Leasehold

What date did the lease start?

DD/MM/YYYY

How much is the rent or ground rent, excluding VAT?

£  every

Please send a copy of the tenancy agreement.

- Other

Please give details

**19** Is there a mortgage or other charge on the property or land?

- No **Go to question 23**
- Yes

**20** How much is outstanding?

£

Name of lender

**21** Are there any mortgage arrears secured on the property or land?

- No **Go to question 22**
- Yes

How much are the arrears?

**22** Do you receive, or have you applied for a Mortgage Interest Loan on the property or land?

No **Go to question 23**

Yes

How much is the debt?

£

Name of lender

**23** Has planning permission been granted for any proposed changes to the property or land?

For example, new build or extension to existing building.

No **Go to question 24**

Yes Please tell us about this on a separate sheet of paper.

**24** Has planning permission been refused for any proposed changes to the property or land?

No **Go to question 25**

Yes Please tell us about this on a separate sheet of paper - what the plans were and why permission was refused.

**25** Are there any legal restrictions on the property or land?

No **Go to question 26**

Yes Please tell us about this on a separate sheet of paper.

**26** Are there any tenants living in the property or on the land or using it for business?

No **Go to question 28**

Yes

How much rent do you get, before VAT, and how often is it paid?

£  every

Length of tenancy

Date tenancy started

DD/MM/YYYY

**27** Please tick to tell us the type of tenancy.

Please send a copy of the tenancy agreement if you can.

Assured

Protected business tenancy

Assured shorthold

Other business tenancy

Other residential tenancy

**28** Is there anyone who lives in the property or on the land who is not a tenant, or using it for business?

No **Go to question 43**

Yes

Please tell us about them below.

**Person 1**

**29** How long have they occupied the property or land?

**30** Relationship to owner or tenant, if any.

**31** Are they 60 or over or under 20 and still in full-time education?  
 No **Go to question 32**  
 Yes  
What is their age?

**32** Are they a lone parent?  
 No  
 Yes

**33** Are they sick or disabled?  
 No  
 Yes

**34** What social security benefits do they get, if any?

**35** What date was this benefit paid from?  
DD/MM/YYYY

**Person 2**

**36** How long have they occupied the property or land?

**37** Relationship to owner or tenant, if any.

**38** Are they 60 or over or under 20 and still in full-time education?  
 No **Go to question 39**  
 Yes  
What is their age?

**39** Are they a lone parent?  
 No  
 Yes

**40** Are they sick or disabled?  
 No  
 Yes

**41** What social security benefits do they get, if any?

**42** What date was this benefit paid from?  
DD/MM/YYYY

**43** Is there anyone else living at the property or land?  
 No **Go to question 44**  
 Yes Please tell us about anyone else on a separate sheet of paper.

**Please tell us about the outgoings on the property or land.**

If the property or land is owned by someone else, please get their permission to tell us this information.

**44 Mortgage amount and how often it is paid**

£  every

Name of the person who pays the mortgage.

**45 Ground rent amount and how often it is paid**

£  every

Name of the person who pays the ground rent.

**46 Council tax or business rate amount and how often it is paid**

£  every

Name of the person who pays the council tax or business rate.

**47 Water rates amount and how often it is paid**

£  every

Name of the person who pays the water rates.

**48 Rent charge amount and how often it is paid**

£  every

Name of the person who pays the rent charge.

**49 Amount of any other outgoing and how often it is paid**

£  every

Name of the person who pays the other outgoing.

What is this outgoing?

**Part 2: About jointly owned property or land**

**50 Do you jointly own the property or land with anyone?**

- No **Go to Part 3**  
 Yes

**51 How many people would be entitled to a share in the proceeds if the property or land was sold?**

**52 Are there any legal owners who would not be entitled to a share in the proceeds, for example, trustees or solicitors?**

- No  
 Yes



**53** Are you a joint tenant or a joint owner in Scotland?

This will apply to you if your share would increase automatically if one of the other owners were to die.

No

Yes

**54** Are you a tenant in common (common owner in Scotland)?

This may apply if the share is written down in a legal document. If it is written down, please send us a copy of the document.

No

Yes

What is your share?

**55** What is your percentage share in the property or land?

%

**56** How much was the property or land bought for?

£

**57** What is the property or land used for at the moment?

**58** Who paid for the purchase of the property or land?

**59** Would any of the other owners be willing and able to buy your share?

No

Yes

**60** Would any of the other owners be willing to sell the property or land as a whole?

No

Yes

**61** Are there any agreements between the owners about selling the property or land, if one of the joint owners wanted to sell it?

No **Go to question 62**

Yes **Go to question 63**

**62** If one of the joint owners wanted to sell, would they be likely to take legal action to force a sale?

No

Yes

**63** Has a share of the property or land ever been sold before?

No **Go to question 64**

Yes

How much was it sold for?

£

When was it sold?

DD/MM/YYYY

**64** Are there any court orders which affect the way the property or land is sold?

For example, an order that the property or land must be sold as a whole. If a court order is being pursued, tick Yes.

No **Go to question 65**

Yes Please tell us about this on a separate sheet of paper.

## Part 3: Property or land valuation

**65** What is your estimate of the value of the property or land at the date on the front of this form?

£

**66** Has the property or land been valued for any purpose during the last 5 years?

No **Go to question 68**

Yes

Please tell us about this.

**67** Have any improvements been carried out to the property or land?

No **Go to question 68**

Yes

Please tell us about this

What was the estimated cost?

£

**68** Is there anything else that may affect the value of the property or land?

For example:

- the interior is derelict or sub-standard
- restrictions on its sale
- shared access or difficulties or restrictions on access
- if services are provided
- if a smallholding or land for personal use is attached to it (you do not need to tell us if it has a garden)
- if part of it is occupied, tell us which part.

No **Go to question 69**

Yes

Please tell us as much as you can about the property or land. It will help us to get an accurate valuation.

**69** Can you provide any information that would support your estimated value?

For example:

- a written opinion from a local valuer or estate agent
- details of any sales of nearby properties
- asking prices shown in estate agents' sales particulars
- local press advertisements
- photographs of the property.

No **Go to question 70**

Yes Please send us the details. Any documents or photographs you send will be returned to you.

**70** Do you give us permission to arrange for the property or land to be valued by an independent valuer, if necessary?

The valuer will value the property or land in line with the Royal Institution of Chartered Surveyors (RICS) guidelines.

No Please tell us why

Yes

---

## Part 4: Your declaration

**I understand** that if I give information that is incorrect or incomplete, I may be liable to prosecution or other action.

**I declare** that the information I have given on this form is correct and complete.

**Your signature**

**Date of signature**

DD/MM/YYYY

---

## Privacy Notice