



To: *All Universal Credit Landlord Portal Landlords*

**Date** 12 March 2021

## **Social Rented Sector – April 2021 Annual Rent Changes Update: Landlord Verification To-do.**

We previously [provided information](#) on the ‘Confirm your housing costs’ to-do which will be issued to all claimants with SRS housing costs in April; and we subsequently provided information in February 2021 about plans to implement a simplified landlord verification through the Portal to support the 2021 Annual Rent Changes. We are now able to provide information on this simplified verification to-do.

The to-do will be issued to landlords via the Portal for all portal-managed claimants, if a verification/supply of a claimant’s housing costs is required as part of the Annual Rent Change activity.

The to-do will be visible in your Portal to-do list, and will be called ‘**Confirm tenant housing costs**’. It will be possible to filter/search for this to-do using the current filter and search functionality in the Portal.

The following screens (see pages 2-4) explain the information you will be asked to provide. This includes:

- Whether the claimant is your tenant and liable for housing costs at the address stated
- Frequency of rent and the rent liability
- Whether service charges are liable, and the frequency and amount of charges
- The date the changes are effective from

Once completed, the information will be presented to you to review, and amend if necessary, before submitting the to-do.

Please be aware that if the claimant has an outstanding ‘**Provide Tenancy Details**’ to-do, this should be completed before completing the ‘**Confirm tenant housing costs**’ to-do.



## Screen 1 – Confirmation of Address & Housing Cost Liability

Confirm tenant housing costs

### Confirming your tenant's housing costs

[Guidance for landlords about Universal Credit](#)

**Mustapha Tailor (1 January 1980)**

10 victoria street, London, SM5 2RT

**Is this person your tenant and liable for rent at this address?**

Yes  No

You need to tell us about:

- rent
- eligible service charges
- when tenants are charged (monthly, weekly etc)

Even if nothing has changed, you still need to report how much your tenant is charged and when.

[Submit](#)

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## Screen 2 – Provide Rent, Service Charge & Effective Date Information

Confirm tenant housing costs

### Tenant's housing costs

[Guidance for landlords about Universal Credit](#)

Mustapha Tailor (1 January 1980)

10 victoria street, London, SM5 2RT

#### How often do you charge rent?

Weekly

#### What is the rent?

Do not include any service charges or rent arrears.

£ 80

#### Do you have service charges?

Only include eligible charges.

Yes  No

#### How often are the service charges?

Weekly

#### What are the eligible service charges?

£ 5

#### What date are these costs effective from?

1 April 2021  
 5 April 2021  
 Other

Day Month Year

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## Screen 3 – Check & Submit

Confirm tenant housing costs

### Check tenant's new housing costs

Mustapha Tailor (1 January 1980)

10 victoria street, London, SM5 2RT

Here is the information you have given us about your tenant's housing costs.

Make sure it is correct before sending. You can change anything that is wrong before you do.

#### Housing cost details

Date of change	5 April 2021	<a href="#">Change</a>
Rent	£80 per week	<a href="#">Change</a>
Eligible service charges	£5 per week	<a href="#">Change</a>

[Submit](#)

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## Screen 4 – Confirmation

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[To-do list](#)

[Journal](#)

Confirm tenant housing costs

### Tenant housing costs confirmed

Thank you for confirming your tenant's housing costs.

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