



How to use this pack

This pack has been designed for use alongside sections 1.4 and 1.5 of the Market Rent and Tribunal Kit. It will help you record, compare and explain the evidence supporting your proposed rent.

What the pack contains

- Form 1 records the features and condition of your own property.
- Form 2 records each comparable property. Six copies are included.
- Form 3 brings the main facts together in one schedule.
- Form 4 helps you assess important differences without using arbitrary adjustments.
- Form 5 records the strength and range of your evidence.
- Form 6 records your final rent assessment and evidence checklist.

Before you start

- Complete the forms on screen and save a working copy, or print them and write clearly in black ink.
- Keep a separate evidence folder. Number every advertisement, photograph, floor plan, email and telephone note.
- Use the same comparable number throughout Forms 2, 3 and 4.
- Do not alter original evidence. Save or print the complete advertisement, including its date and source.

Finding useful comparables

Aim for three to six strong comparables. Quality is more important than quantity. Look for properties close to the subject property and similar in type, size, condition, facilities, furnishing and letting date.



Help notes

Asking rent or agreed rent?

An advertisement proves the asking rent, not necessarily the rent eventually agreed. Mark the status of each rent clearly. If an agent confirms an agreed rent, record the name of the person, the date, and whether the confirmation was by email or telephone.

Comparing the evidence

- A comparable need not be identical, but you must be able to explain significant differences.
- Consider whether the comparable is superior or inferior in location, size, condition, facilities and tenancy terms.
- There is no automatic formula for adjustments. Avoid inventing precise deductions or additions that cannot be supported.
- Give most weight to the closest, most recent and best evidenced comparables.

Important statutory assumptions

When assessing open-market rent, qualifying improvements carried out by the tenant should normally be disregarded. Deterioration caused by the tenant failing to comply with the tenancy should also be disregarded. Use the boxes in Form 1 to identify these matters.

Good record keeping

- Date every entry and note the source.
- Retain screenshots and PDFs because online listings can disappear.
- Keep notes of conversations made at the time.
- Make sure every figure uses the same rent period; convert weekly rents carefully before comparing monthly figures.

How many comparables should you use?

Although we have provided six copies of Form 2, you do not need to use them all. Six comparables is best but, if you can only find, say, three, then use just three. If you do this, you will need to adjust Forms 5 and 6 accordingly.



Form 1: Your property

Basic information

Property address

Date of assessment

Current rent and rent period

Proposed rent and rent period

Proposed rent commencement date

Property type (select one)

- ☐ Detached ☐ Semi-detached ☐ Terraced ☐ Bungalow ☐ Purpose-built flat
- ☐ Converted flat ☐ Other

If other, describe

Exact number of bedrooms

Exact number of reception rooms

Exact number of bathrooms

Number of separate WCs

Approximate floor area, if known



Location and letting details

Brief description of the location

Nearby shops, transport, schools and amenities

Parking arrangements

Other relevant location factors

Furnished status (select one)

☐ Furnished

☐ Part-furnished

☐ Unfurnished

Date the tenancy began

Condition, repair and presentation

Overall condition (select one)

☐ Excellent

☐ Good

☐ Average

☐ Below average

☐ Poor

General repair and exterior

Decoration, flooring and presentation

Kitchen, bathrooms, fixtures and fittings

Disrepair or significant defects



Facilities and features - tick all that apply

- | | |
|---|--|
| ☐ Central heating | ☐ Off-road parking |
| ☐ Double glazing | ☐ Additional storage |
| ☐ Energy-efficiency improvements | ☐ Appliances provided |
| ☐ Garden | ☐ Broadband available |
| ☐ Patio or balcony | ☐ Other |
| ☐ Garage | |

Services or charges included in the rent - tick all that apply

- | | |
|--------------------------------------|---|
| ☐ Broadband | ☐ Council tax |
| ☐ Gas | ☐ Cleaning/gardening |
| ☐ Electricity | ☐ Service charge |
| ☐ Water | ☐ Other |

Details of services or charges included, including any limits

Evidence available - tick all that apply

- | | |
|---|---|
| ☐ Floor plan | ☐ Inspection report |
| ☐ Room measurements | ☐ Inventory/schedule of condition |
| ☐ Internal photographs | ☐ Evidence of services or charges included in the rent |
| ☐ External photographs | ☐ Other |
| ☐ EPC | |



Statutory matters

Tenant's improvements

Has the tenant carried out improvements? (select one)

☐ Yes

☐ No

☐ Not known

If yes, describe them and state whether the landlord paid for or provided them

Deterioration attributable to the tenant

Is there relevant deterioration? (select one)

☐ Yes

☐ No

☐ Not known

If yes, describe it



Comparable property 1

Identity and source

Address, or as much identifying information as is available

Approximate distance from your property

Source of information

Website address or agent details

Date information obtained

Date advertised or let

Rent information

Rent and rent period

Status of rent (select one)

- ☐ Asking rent ☐ Confirmed agreed ☐ Believed agreed ☐ Not known

How was an agreed rent confirmed?

Services, charges or significant tenancy terms



Accommodation and property details

Property type

Exact number of bedrooms

Exact number of bathrooms

Furnished status

Approximate floor area

Exact number of reception rooms

Number of separate WCs

EPC rating, if known

Condition and facilities

General repair, decoration, flooring and presentation

Kitchen, bathrooms, fixtures and fittings

Heating, glazing, parking and outside space

Services or charges included in the rent - tick all that apply

☐ Broadband

☐ Council tax

☐ Gas

☐ Cleaning/gardening

☐ Electricity

☐ Service charge

☐ Water

☐ Other

Other important features or terms



Evidence and initial comparison

Evidence retained - tick all that apply

- | | |
|--|---|
| ☐ Advertisement/PDF | ☐ Floor plan |
| ☐ Screenshot | ☐ Written agent confirmation |
| ☐ Agent particulars | ☐ Telephone note |
| ☐ Photographs | ☐ Other |

Overall similarity (select one)

- ☐ Very similar ☐ Reasonably similar ☐ Limited similarity

Location compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Size compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Condition compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Facilities compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Initial reasons and comments



Comparable property 2

Identity and source

Address, or as much identifying information as is available

Approximate distance from your property

Source of information

Website address or agent details

Date information obtained

Date advertised or let

Rent information

Rent and rent period

Status of rent (select one)

- ☐ Asking rent ☐ Confirmed agreed ☐ Believed agreed ☐ Not known

How was an agreed rent confirmed?

Services, charges or significant tenancy terms



Accommodation and property details

Property type

Exact number of bedrooms

Exact number of bathrooms

Furnished status

Approximate floor area

Exact number of reception rooms

Number of separate WCs

EPC rating, if known

Condition and facilities

General repair, decoration, flooring and presentation

Kitchen, bathrooms, fixtures and fittings

Heating, glazing, parking and outside space

Services or charges included in the rent - tick all that apply

☐ Broadband

☐ Council tax

☐ Gas

☐ Cleaning/gardening

☐ Electricity

☐ Service charge

☐ Water

☐ Other

Other important features or terms



Evidence and initial comparison

Evidence retained - tick all that apply

- | | |
|--|---|
| ☐ Advertisement/PDF | ☐ Floor plan |
| ☐ Screenshot | ☐ Written agent confirmation |
| ☐ Agent particulars | ☐ Telephone note |
| ☐ Photographs | ☐ Other |

Overall similarity (select one)

- ☐ Very similar ☐ Reasonably similar ☐ Limited similarity

Location compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Size compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Condition compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Facilities compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Initial reasons and comments



Comparable property 3

Identity and source

Address, or as much identifying information as is available

Approximate distance from your property

Source of information

Website address or agent details

Date information obtained

Date advertised or let

Rent information

Rent and rent period

Status of rent (select one)

- ☐ Asking rent ☐ Confirmed agreed ☐ Believed agreed ☐ Not known

How was an agreed rent confirmed?

Services, charges or significant tenancy terms



Accommodation and property details

Property type

Exact number of bedrooms

Exact number of bathrooms

Furnished status

Approximate floor area

Exact number of reception rooms

Number of separate WCs

EPC rating, if known

Condition and facilities

General repair, decoration, flooring and presentation

Kitchen, bathrooms, fixtures and fittings

Heating, glazing, parking and outside space

Services or charges included in the rent - tick all that apply

☐ Broadband

☐ Council tax

☐ Gas

☐ Cleaning/gardening

☐ Electricity

☐ Service charge

☐ Water

☐ Other

Other important features or terms



Evidence and initial comparison

Evidence retained - tick all that apply

- | | |
|--|---|
| ☐ Advertisement/PDF | ☐ Floor plan |
| ☐ Screenshot | ☐ Written agent confirmation |
| ☐ Agent particulars | ☐ Telephone note |
| ☐ Photographs | ☐ Other |

Overall similarity (select one)

- ☐ Very similar ☐ Reasonably similar ☐ Limited similarity

Location compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Size compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Condition compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Facilities compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Initial reasons and comments



Comparable property 4

Identity and source

Address, or as much identifying information as is available

Approximate distance from your property

Source of information

Website address or agent details

Date information obtained

Date advertised or let

Rent information

Rent and rent period

Status of rent (select one)

- ☐ Asking rent ☐ Confirmed agreed ☐ Believed agreed ☐ Not known

How was an agreed rent confirmed?

Services, charges or significant tenancy terms



Accommodation and property details

Property type

Exact number of bedrooms

Exact number of bathrooms

Furnished status

Approximate floor area

Exact number of reception rooms

Number of separate WCs

EPC rating, if known

Condition and facilities

General repair, decoration, flooring and presentation

Kitchen, bathrooms, fixtures and fittings

Heating, glazing, parking and outside space

Services or charges included in the rent - tick all that apply

☐ Broadband

☐ Gas

☐ Electricity

☐ Water

☐ Council tax

☐ Cleaning/gardening

☐ Service charge

☐ Other

Other important features or terms



Evidence and initial comparison

Evidence retained - tick all that apply

- | | |
|--|---|
| ☐ Advertisement/PDF | ☐ Floor plan |
| ☐ Screenshot | ☐ Written agent confirmation |
| ☐ Agent particulars | ☐ Telephone note |
| ☐ Photographs | ☐ Other |

Overall similarity (select one)

- ☐ Very similar ☐ Reasonably similar ☐ Limited similarity

Location compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Size compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Condition compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Facilities compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Initial reasons and comments



Comparable property 5

Identity and source

Address, or as much identifying information as is available

Approximate distance from your property

Source of information

Website address or agent details

Date information obtained

Date advertised or let

Rent information

Rent and rent period

Status of rent (select one)

- ☐ Asking rent ☐ Confirmed agreed ☐ Believed agreed ☐ Not known

How was an agreed rent confirmed?

Services, charges or significant tenancy terms



Accommodation and property details

Property type

Exact number of bedrooms

Exact number of bathrooms

Furnished status

Approximate floor area

Exact number of reception rooms

Number of separate WCs

EPC rating, if known

Condition and facilities

General repair, decoration, flooring and presentation

Kitchen, bathrooms, fixtures and fittings

Heating, glazing, parking and outside space

Services or charges included in the rent - tick all that apply

☐ Broadband

☐ Council tax

☐ Gas

☐ Cleaning/gardening

☐ Electricity

☐ Service charge

☐ Water

☐ Other

Other important features or terms



Evidence and initial comparison

Evidence retained - tick all that apply

- | | |
|--|---|
| ☐ Advertisement/PDF | ☐ Floor plan |
| ☐ Screenshot | ☐ Written agent confirmation |
| ☐ Agent particulars | ☐ Telephone note |
| ☐ Photographs | ☐ Other |

Overall similarity (select one)

- ☐ Very similar ☐ Reasonably similar ☐ Limited similarity

Location compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Size compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Condition compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Facilities compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Initial reasons and comments



Comparable property 6

Identity and source

Address, or as much identifying information as is available

Approximate distance from your property

Source of information

Website address or agent details

Date information obtained

Date advertised or let

Rent information

Rent and rent period

Status of rent (select one)

- ☐ Asking rent ☐ Confirmed agreed ☐ Believed agreed ☐ Not known

How was an agreed rent confirmed?

Services, charges or significant tenancy terms



Accommodation and property details

Property type

Exact number of bedrooms

Exact number of bathrooms

Furnished status

Approximate floor area

Exact number of reception rooms

Number of separate WCs

EPC rating, if known

Condition and facilities

General repair, decoration, flooring and presentation

Kitchen, bathrooms, fixtures and fittings

Heating, glazing, parking and outside space

Services or charges included in the rent - tick all that apply

☐ Broadband

☐ Council tax

☐ Gas

☐ Cleaning/gardening

☐ Electricity

☐ Service charge

☐ Water

☐ Other

Other important features or terms



Evidence and initial comparison

Evidence retained - tick all that apply

- | | |
|--|---|
| ☐ Advertisement/PDF | ☐ Floor plan |
| ☐ Screenshot | ☐ Written agent confirmation |
| ☐ Agent particulars | ☐ Telephone note |
| ☐ Photographs | ☐ Other |

Overall similarity (select one)

- ☐ Very similar ☐ Reasonably similar ☐ Limited similarity

Location compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Size compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Condition compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Facilities compared with your property (select one)

- ☐ Better ☐ Similar ☐ Worse

Initial reasons and comments



Comparable schedule: 1-2

Use this schedule to see the principal facts side by side. Enter concise information; detailed evidence belongs in Forms 1 and 2.

Feature	Comparable 1	Comparable 2
IDENTITY AND RENT		
Address/location		
Distance		
Monthly rent		
Asking/agreed		
Date		
Property type		
ACCOMMODATION		
Bedrooms		
Reception rooms		
Bathrooms		
Separate WCs		
Floor area		
Furnished status		
CONDITION AND FACILITIES		
General condition		
Kitchen/bathrooms		
Heating/glazing/EPC		
Outside space		
Parking/garage		
Services/charges included		
ASSESSMENT		
Overall similarity		



Comparable schedule: 3-4

Use this schedule to see the principal facts side by side. Enter concise information; detailed evidence belongs in Forms 1 and 2.

Feature	Comparable 3	Comparable 4
IDENTITY AND RENT		
Address/location		
Distance		
Monthly rent		
Asking/agreed		
Date		
Property type		
ACCOMMODATION		
Bedrooms		
Reception rooms		
Bathrooms		
Separate WCs		
Floor area		
Furnished status		
CONDITION AND FACILITIES		
General condition		
Kitchen/bathrooms		
Heating/glazing/EPC		
Outside space		
Parking/garage		
Services/charges included		
ASSESSMENT		
Overall similarity		



Comparable schedule: 5-6

Use this schedule to see the principal facts side by side. Enter concise information; detailed evidence belongs in Forms 1 and 2.

Feature	Comparable 5	Comparable 6
IDENTITY AND RENT		
Address/location		
Distance		
Monthly rent		
Asking/agreed		
Date		
Property type		
ACCOMMODATION		
Bedrooms		
Reception rooms		
Bathrooms		
Separate WCs		
Floor area		
Furnished status		
CONDITION AND FACILITIES		
General condition		
Kitchen/bathrooms		
Heating/glazing/EPC		
Outside space		
Parking/garage		
Services/charges included		
ASSESSMENT		
Overall similarity		



Assessment: Comparable 1

There is no automatic formula for adjusting comparable rents. Explain the differences and the weight you give this evidence.

Comparable rent and status (asking/agreed)

Important ways in which this comparable is superior to your property

Important ways in which this comparable is inferior to your property

Differences unlikely to affect the rent significantly

Overall, this comparable suggests the rent for your property should be (select one)

☐ Higher

☐ Similar

☐ Lower

After allowing for the differences, this comparable supports a monthly rent of approximately

Reasons, including how much weight you give this comparable



Assessment: Comparable 2

There is no automatic formula for adjusting comparable rents. Explain the differences and the weight you give this evidence.

Comparable rent and status (asking/agreed)

Important ways in which this comparable is superior to your property

Important ways in which this comparable is inferior to your property

Differences unlikely to affect the rent significantly

Overall, this comparable suggests the rent for your property should be (select one)

☐ Higher ☐ Similar ☐ Lower

After allowing for the differences, this comparable supports a monthly rent of approximately

Reasons, including how much weight you give this comparable



Assessment: Comparable 3

There is no automatic formula for adjusting comparable rents. Explain the differences and the weight you give this evidence.

Comparable rent and status (asking/agreed)

Important ways in which this comparable is superior to your property

Important ways in which this comparable is inferior to your property

Differences unlikely to affect the rent significantly

Overall, this comparable suggests the rent for your property should be (select one)

☐ Higher

☐ Similar

☐ Lower

After allowing for the differences, this comparable supports a monthly rent of approximately

Reasons, including how much weight you give this comparable



Assessment: Comparable 4

There is no automatic formula for adjusting comparable rents. Explain the differences and the weight you give this evidence.

Comparable rent and status (asking/agreed)

Important ways in which this comparable is superior to your property

Important ways in which this comparable is inferior to your property

Differences unlikely to affect the rent significantly

Overall, this comparable suggests the rent for your property should be (select one)

☐ Higher ☐ Similar ☐ Lower

After allowing for the differences, this comparable supports a monthly rent of approximately

Reasons, including how much weight you give this comparable



Assessment: Comparable 5

There is no automatic formula for adjusting comparable rents. Explain the differences and the weight you give this evidence.

Comparable rent and status (asking/agreed)

Important ways in which this comparable is superior to your property

Important ways in which this comparable is inferior to your property

Differences unlikely to affect the rent significantly

Overall, this comparable suggests the rent for your property should be (select one)

☐ Higher

☐ Similar

☐ Lower

After allowing for the differences, this comparable supports a monthly rent of approximately

Reasons, including how much weight you give this comparable



Assessment: Comparable 6

There is no automatic formula for adjusting comparable rents. Explain the differences and the weight you give this evidence.

Comparable rent and status (asking/agreed)

Important ways in which this comparable is superior to your property

Important ways in which this comparable is inferior to your property

Differences unlikely to affect the rent significantly

Overall, this comparable suggests the rent for your property should be (select one)

☐ Higher ☐ Similar ☐ Lower

After allowing for the differences, this comparable supports a monthly rent of approximately

Reasons, including how much weight you give this comparable



Form 5: Evidence strength and range

Strength of the evidence

Number of comparables used

Number of confirmed agreed rents

Number of advertised asking rents

Which are the strongest comparables?

Why are they the strongest?

Which comparables are weaker or less reliable, and why?

Range indicated by the evidence

Lowest relevant comparable rent

Highest relevant comparable rent

Likely monthly rental range indicated by the strongest comparables



Form 6: Final rent assessment

Your conclusion

Assessed open-market rent per month

Main reasons for this conclusion

Why is the proposed rent reasonable when compared with the evidence?

Approach taken (select one)

- ☐ Cautious figure within range ☐ Maximum supported figure ☐ Other

Explain your decision



Form 6: Final evidence checklist

- ☐ Completed description of your property
- ☐ Used recent, genuinely comparable properties
- ☐ Recorded source and date of each comparable
- ☐ Distinguished asking rents from agreed rents
- ☐ Retained advertisements and supporting evidence
- ☐ Recorded services or charges included
- ☐ Explained important differences
- ☐ Disregarded qualifying tenant improvements
- ☐ Disregarded tenant-attributable deterioration
- ☐ Reached a rent reasonably supported by the evidence

Declaration

I confirm that this assessment records the evidence and reasoning relied upon at the date shown below.

Name

Position, if completing for the landlord

Date

Signature (complete by hand if required)