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for energy consumers

Home Heating Cost Reduction Obligation (HHCRO): Templates for unwritten tenancy agreements

Demonstrating householder status where there is no current written tenancy agreement in place

Under the Energy Companies Obligation (ECO), the Home Heating Cost Reduction Obligation (HHCRO) focuses on the provision of heating cost saving measures to householders who are members of the affordable warmth group¹. This document contains two templates which can be used to evidence that a person is a householder, where there is no current written tenancy agreement in place.

In the event that a person occupies premises under an unwritten agreement, a supplier will need to produce a written statement, signed by landlord and tenant, confirming the occupancy agreement. The templates in this document can be used in the following situations:

- **Template 1**
This template can be used where the original written tenancy agreement between landlord and tenant has now expired
- **Template 2**
This template can be used where there is no current or expired written tenancy agreement between landlord and tenant

This format may be adapted, provided that the content is not changed. Tenants or Landlords should provide this template to the installer or obligated energy supplier that is promoting the energy efficiency measure. This form must not be sent to Ofgem directly.

¹ See chapter 7 of the ECO Guidance for Suppliers for further details of the affordable warmth group.

Energy Companies Obligation (ECO)

EXAMPLE: Landlord & Occupier Statement for Expired Tenancy Agreements

This statement confirms an occupancy agreement between the landlord [insert name] _____ and the tenant [insert name] _____ at the property [insert address] _____

The original written tenancy agreement between the landlord and tenant has now expired.

The tenant listed above currently resides at the property listed above, pays rent to the landlord and has the right to occupy the property until a date notified by the landlord.

Landlord¹: _____ Tenant: _____

Address: _____ Address: _____

Name: _____ Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

¹ If the landlord is a corporation or other association, please insert the name of the corporation or association.

Energy Companies Obligation (ECO)

EXAMPLE: Landlord & Occupier Statement Where No Written Tenancy Agreement Exists

This statement confirms an occupancy agreement between the landlord [insert name] _____ and the tenant [insert name] _____ at the property [insert address] _____

_____.

There is no current or expired written tenancy agreement for this occupancy.

The tenant listed above currently resides at the property listed above, pays rent to the landlord and has the right to occupy the property until a date notified by the landlord.

Landlord¹: _____ Tenant: _____

Address: _____ Address: _____

Name: _____ Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

¹ If the landlord is a corporation or other association, please insert the name of the corporation or association.