



Key Number: -

Housing Benefit & Council Tax Benefit - Change of Address Form

Part 1, About you and your household

	You	Your Partner	
First name			Are you - an Owner-Occupier? NO <input type="checkbox"/> YES <input type="checkbox"/> - a Council Tenant? NO <input type="checkbox"/> YES <input type="checkbox"/> - a Private Tenant? NO <input type="checkbox"/> YES <input type="checkbox"/>
Surname			
Full Postal Address			
Tel. No.			
Nat. Ins. No.			

When did you move to this address

Where have you moved from?

Please provide evidence of residency. Please note if you receive Job Seekers Allowance or Income Support you must inform the Department of Work and Pensions of your change of address.

Part 2, Household Composition

Please list the names of everyone who lives with you. If no one else is living in the property, write 'none' below.

Name	Relationship to You	Date of Birth	Income Received	Child Benefit Paid to You?
				NO <input type="checkbox"/> YES <input type="checkbox"/>
				NO <input type="checkbox"/> YES <input type="checkbox"/>
				NO <input type="checkbox"/> YES <input type="checkbox"/>
				NO <input type="checkbox"/> YES <input type="checkbox"/>
				NO <input type="checkbox"/> YES <input type="checkbox"/>
				NO <input type="checkbox"/> YES <input type="checkbox"/>

Part 3, Changes to Income or Capital

Has the income of anyone in your household changed?

NO YES

If Yes, tell us about any changes and the date they changed.
We will need to see evidence of these.

Have the savings or investments in your household changed?

NO YES

For example, the sale of a property.

If Yes, tell us about any changes and the date they changed.
We will need to see evidence of these.

**Do you pay rent to a landlord
other than the Council?**

No Go to part 5

Yes Answer the
questions in part4

Part 4, Rent Details (For private or Housing Association Tenants only)

What is your landlord's full name and address?

By landlord we mean the person or organisation who owns the property you live in.

Postcode

If your landlord has an agent, tell us their full name and address.

By agent we mean the person or organisation you actually pay your rent to.

Postcode

Are you or your partner related to your landlord or their partner?

No Yes What is the relationship?

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Is your landlord your ex-partner?

No Yes

Is your landlord the parent of any of your children?

No Yes

Did you previously own the property you are now renting?

No Yes When did you sell it?

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Do you occupy your accommodation as a condition of your employment?

No Yes

Do you rent your accommodation from a company of which you or a member of your family are a director or employee?

No Yes

Do you rent your accommodation from a trust of which your children are a trustee or beneficiary?

No Yes

What type of accommodation do you live in?

Detached house	<input type="checkbox"/>	Terraced bungalow	<input type="checkbox"/>	Caravan or mobile home	<input type="checkbox"/>
Semi-detached house	<input type="checkbox"/>	Semi-detached bungalow	<input type="checkbox"/>	Rooms in a house	<input type="checkbox"/>
Terraced house	<input type="checkbox"/>	Flat in a house	<input type="checkbox"/>	One room or bedsit	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>	Flat in a block	<input type="checkbox"/>	Other – please specify	<input type="checkbox"/>
Detached bungalow	<input type="checkbox"/>	Flat over shops	<input type="checkbox"/>	<input type="text"/>	

Do you and your household occupy only part of the building?

No Yes

Where in the building is your accommodation?

Front Middle Back

What is your room number (if any)?

How many floors are there in the whole building?

Which floors do you live on?

Basement	<input type="checkbox"/>	Ground	<input type="checkbox"/>	First	<input type="checkbox"/>
Second	<input type="checkbox"/>	All	<input type="checkbox"/>	Other	<input type="checkbox"/>

(please give details)

How many rooms are there in the building?

	In the whole building?	Just for you and your household?	That you share with other people?
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Separate toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

please give details

Do you use your home for business?

No Yes

Do you have a main home somewhere else?

If your main home is somewhere else in the UK or abroad, tick yes even if you do not pay rent for it.

No Yes **What is the address?**

Postcode

How much do you pay for this home?

£

Is there a central heating system in your accommodation?

No Yes

Are you provided with the use of a garage?

No Yes

Please tick to show if the property is let as:

Furnished

Partly furnished

Minimally furnished

Unfurnished

Who is responsible for internal decoration?

Landlord

You

Don't know

What sort of tenancy do you have?

For example, shorthold, tied rent or something like this.

How long is the tenancy for?

to

Does anyone else share the rent with you and your partner?

No Yes

Tell us their names

Does your rent include money for

Water rates

No Yes How much?

£

Council tax

No Yes How much?

£

Heating of your accommodation

No Yes How much?

£

Lighting of your accommodation

No Yes How much?

£

Hot water charges

No Yes How much?

£

Fuel for cooking

No Yes How much?

£

Heating of shared areas

No Yes How much?

£

Cleaning of shared areas

No Yes How much?

£

Lighting of shared areas

No Yes How much?

£

Cleaning of your accommodation and windows

No Yes How much?

£

Provision of an emergency alarm system

No Yes How much?

£

Washing of personal laundry by landlord

No Yes How much?

£

Laundry facilities (for example washing machine)

No Yes How much?

£

Meals

No Yes How much?

£

Which meals are included?

Provision of personal care by landlord	No <input type="checkbox"/>	Yes <input type="checkbox"/>	How much?	<input type="text" value="£"/>
Provision of general counselling and support by landlord	No <input type="checkbox"/>	Yes <input type="checkbox"/>	How much?	<input type="text" value="£"/>
Anything else?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	How much?	<input type="text" value="£"/>
			What for?	<input type="text"/>
Do you want your rent cheques paid directly to your landlord?	No <input type="checkbox"/>	Yes <input type="checkbox"/>		

Part 5, Sharing information with your landlord

Sometimes, sharing information with your landlord helps us deal with your claim more quickly and reduces the risk of you falling behind with your rent because of your claim being delayed. We would only share information with your landlord if you:

- are a local-authority tenant; or
- have agreed that we can pay your Housing Benefit straight to your landlord.

But in either case, under the Data Protection Act, we need your permission to share information.

If you give us permission, we would be able to tell your landlord:

- whether or not you had claimed or renewed your claim for Housing Benefit and, if so, whether or not we have made a decision on your claim; and
- if we need more information to make a decision on your claim and, if so, what information this is.

There may be other information about your claim that we need to check with your landlord, such as the date your tenancy started, before we can make a decision on your claim. If this is the case, we have to ask your landlord if you have not given us permission to discuss your claim with them. But unless you have given us permission by signing this form, we will not discuss anything else with your landlord.

We will not give your landlord any information about:

- your personal or household circumstances; or
- your financial circumstances.

If you do not give us permission to discuss your claim with your landlord, it will not affect your claim. If you give us permission but then change your mind, we will follow your wishes. Just contact us and let us know.

If you want to give us permission to discuss your claim with your landlord, please sign below.

I give you permission to share my information about the progress of my Housing Benefit claim with my landlord or their representative.

Your signature	Date
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Part 6, Your Declaration

Please read this declaration carefully before you sign and date it.

I understand that:

- ◆ If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- ◆ You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit. You may check some of the information with other sources within the council and other councils.
- ◆ You may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other government organisations, if the law allows it.

WARNING – giving false information may result in prosecution under the Theft Act 1968 or the Social Security Administration Act 1992.

I authorise the council to make any necessary enquires to check the information on this form.

I know I must let the council know about any changes in my circumstances, which might affect my claim.

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

Notes

You must **write** to us immediately if your circumstances change and provide original documents to support any changes. If you do not notify this office within one month of a change of circumstances, you may lose out on benefits entitlement or the Benefit section will recover any overpayments at a later date.

Signature of person claiming:-..... Date:-

Signature of partner:-..... Date:-

Examples of changes you must tell us about

- ◆ Any changes to the income you or your partner receive
- ◆ Any changes to the earnings you or your partner receive
- ◆ Any changes to the amount of capital, savings or investments held
- ◆ Changes in the status or income of the people living with you
- ◆ Changes to the number of people in the household

This list is not complete and only gives you an example of some the types of changes that occur.

Please send or take your completed form to:

Housing Benefit Section	or	Carlton Enquiry Office
Civic Centre		Cemetery Lodge
Arnot Hill Park		Cavendish Road
Arnold		Carlton
Nottingham		Nottingham
NG5 6LU		NG4 3EF

If you have any enquiries regarding this form or your Housing Benefit claim in general please telephone the Benefit section on 0115 9013970

Minicom 901 3935

The Office hours are:

Civic Centre

Mon-Thur

8.45am - 5.15pm

Fri - 8.45am - 4.45pm

Carlton Office

Mon - Fri 9.00am - 4.00pm

This form available in larger print and other formats - phone

0115 9013970