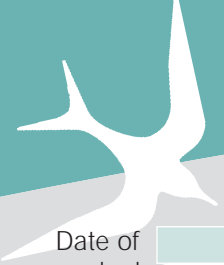


Change of address form for Housing Benefit and Council Tax Benefit



Date of contact

Benefits reference
Council Tax Ref

Property reference



DATE STAMP

PART 1 About you and your partner

Do you have a partner who normally lives with you?

By partner we mean a person you are married to or a person you live with as if you are married to them, or a civil partner or person you live with as if you are civil partners.

No Yes

If you have a partner, you must answer all the questions about them

Last name

You

Your partner

Other names

Title (for example: Mr, Mrs, Ms)

Address

 Postcode

 Postcode

Date of Birth

 / /
 / /

National Insurance number

You can find this on payslips or letters from Job Centre Plus, Pension Service or the tax office. We cannot decide your claim if we do not have your National Insurance number.

Letters	Numbers	Numbers	Numbers	Numbers	Numbers	Numbers	Numbers	Numbers	Numbers	Numbers	Letter	Letter

Letters	Numbers	Numbers	Numbers	Numbers	Numbers	Numbers	Numbers	Numbers	Numbers	Numbers	Letter	Letter

You must provide proof that your National Insurance number belongs to you. See notes for examples.

Tell us any other names you have used.

Your home and mobile phone numbers

Where have you moved from

 Postcode

 Postcode

At your last address were you a:

You

Tenant Owner

Living with other

Your partner

Tenant Owner

Living with other

Other (please specify below)

Other (please specify below)

PART 2 About you and people that live with you

Has anyone moved in or out of your household or there has been any change in their income. If yes, please tell us the date and details of the change.

No Yes

date

details

Have your or your partner's benefits, pensions or credits changed. If yes please tell us the date and details of the change.

No Yes

date

details

Have your or your partner's earnings changed. If yes please tell us the date and details of the change.

No Yes

date

details

Has your or your partner's other income changed. If yes please tell us the date and details of the change.

No Yes

date

details

Have your or your partner's bank accounts, savings, land or property changed. If yes please tell us the date and details of the change.

No Yes

date

details

We will need to see proof of any changes you tell us about.

PART 3 About your new home

When did you move into your home? / /

Do you pay rent for your home? No Go to Part 5 Yes Answer the questions below.

When did you start renting your home? / /

What sort of tenancy do you have?
For example, shorthold, or tied property

How long is the tenancy for? / / to / /

Please tick to show if the property is let as:

furnished partly furnished
 minimally furnished unfurnished

How much is your rent? £ every
(week/fortnight/four weeks/month)

Is anyone else a joint tenant with you and your partner? No Yes
Tell us their names

When is the next rent increase due? / /

Has your rent been registered as a fair rent by the Rent Officer? No Yes

We need to see proof of your rent and tenancy. Read the checklist to see what you can use as proof.

Do you have any weeks when you do not have to pay rent? No Yes How many?

When are these rent free weeks?

Are you behind with your rent? No Yes by how many weeks?

Did you or your partner own the property you now live in at any time? No Yes

Who pays the Council Tax at your home? (please tick.) You and your partner Your landlord Someone else

If 'someone else' tell us who pays the Council Tax.

Does your rent include money for the following?

Meals

No Yes

How much? £

Which meals are included?

Water rates

No Yes

How much? £

Heating

No Yes

How much? £

Lighting

No Yes

How much? £

Hot water

No Yes

How much? £

Fuel for cooking

No Yes

How much? £

Laundry

No Yes

How much? £

Cleaning of rooms or windows

No Yes

How much? £

Gardening

No Yes

How much? £

Garage or parking space

No Yes

How much? £

Do you have to rent the garage as part of your tenancy agreement?

No Yes

Personal care and support

No Yes

How much? £

Do you pay any service charges separate from your rent?

No Yes

How much? £

For example, site rentals, mooring fees, cleaning or lighting in shared areas, an alarm system, a warden or lift maintenance.

What for?

What is your landlord's 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, your partner or children related to your landlord or agent, or your landlord's partner or the agent's partner?

No Yes

Related includes related through marriage, even if the marriage has ended, or Civil Partnership

What is the relationship?

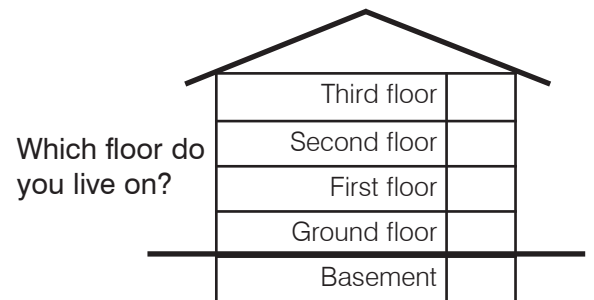
I give my permission for you to ask my landlord or their agent for proof of the rent

We need to see proof of your rent and tenancy.
Read the checklist provided to see what you can use as proof.

PART 4 About where you live

What sort of building do you live in?

Detached house		Flat in a house		Hotel	
Semi-detached house		Flat in Block		Board and lodgings	
Terraced house		Flat over a shop		Caravan, mobile home or houseboat	
Maisonette		Bedsit or rooms		Residential nursing home	
Bungalow		Hostel		Residential care home	
Chalet				Other (please describe)	



How many floors are there in the building?

Do you and your household only live in part of the building?

 No Yes

If yes, where in the building do you live?

 At the front In the middle At the back
 Left Right Centre

Who is responsible for internal decorations?

 You Your landlord

Does the property have central heating?

 No Yes

Has your home been adapted for people with disabilities?

 No Yes

How many rooms are there in the building?

	In the whole building?	Just for you and your household?	That you share with other people?
Bedsitting rooms			
Living room			
Bedrooms			
Bathrooms			
Separate toilets			
Kitchens			
Other rooms			
Please tell us what the other room(s) is (are) used for			

Do you use your home for business?

No Yes

Are you living away from home at the moment?

No Yes - tell us about this below

Tell us why you are not living at home?

When did you last live at home?

 / /

When do you expect to go back home?

 / /

What is the address of where you are living at the moment?

Postcode

Have you sublet your home?

No Yes

Who lives there now?

Do you have a main home somewhere else?

No Yes - tell us about this below

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

What is the address?

Postcode

Do you pay rent on this home?

No Yes

How much?

£

PART 5 Anything else you need to tell us

Use this box to tell us anything else you think we should know about. Use a separate sheet and attach it to this form if you need to.

PART 6 Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, they must sign this declaration as well. Please read this declaration carefully before you sign and date it.

I understand the following:

- 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, or both. You may check the information with other sources as allowed by the law. This includes other sections in the Council, the DWP's Housing Benefit Matching Service and the Audit Commission's National Fraud Initiative.
- 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 information to other Council Sections and organisations if the law allows this.

I know I must let the Council's Benefit Section know immediately about any change in my circumstances which might affect my claim. Failure to report a change of circumstances is an offence and may result in court action.

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

Your signature	<input type="text"/>	Date	<input type="text" value="/"/>	<input type="text" value="/"/>
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Your partner's signature	<input type="text"/>	Date	<input type="text" value="/"/>	<input type="text" value="/"/>
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If this form has been filled in by someone other than the person claiming, please tell us why you are filling in this form for them.

I confirm that the information on the form is that given to me by the claimant. I have read the declaration to the claimant. They understand it and are aware of the need to report changes promptly.

Name of the person who filled in the form	<input type="text"/>
---	----------------------

Signature of the person	<input type="text"/>
-------------------------	----------------------

Relationship to the person claiming	<input type="text"/>
-------------------------------------	----------------------

Date	<input type="text" value="/"/>	<input type="text" value="/"/>
------	--------------------------------	--------------------------------

Evidence Reminder!

Proof of your rent, if you pay rent to a private landlord or a housing association

Proof of residence

Proof of income

Proof of Bank accounts

Please remember every document you give us in support of your claim must be an original document. This means we can't accept photocopies. If you can't supply the proof we need, contact us, and we will tell you what to do.

Don't delay - the quicker you give us your evidence, the quicker we can give you your benefits

Please see the notes sheet for information about what evidence we can accept as proof

OFFICIAL NOTES

FOR USE BY SBC OFFICERS

PART 7 How you want to be paid - see notes for explanation

Only complete Part 7, 8a or 8b if you are claiming Housing Benefit.
Council Tax Benefit is paid directly to your Council Tax Account.

Tenants getting Local Housing Allowance (LHA) - new claims and change of address after April 2008

Your benefit will be paid directly to you, unless the council believe this will cause you difficulty. (See Section 8b)

Housing Association Tenants and those Exempt from LHA - those living in caravans, mobile homes, houseboats and board & lodgings

You can have payments made to you or your landlord if you prefer (See Section 8a)

1. Paid direct into your bank or building society

This is a safe and easy way to get your Housing Benefit as it avoids the risk of cheques being lost, stolen, or delayed in the post.

In most cases, we will pay you in arrears. Please note, we can not pay benefit into a Post Office Card Account. If you do not have an account that can receive direct payments see section 2 below.

Please provide the following information.

Name of bank or building society

bank or building society sort code

Account name

bank or building society account number

Your signature

2. If we cannot pay you directly into an account, we will pay you by cheque

If you do not have a bank account please ask for our leaflet about how to open an account with a local bank.

You can also get information from Citizens Advice Bureau's Money Advice service on 08444 944124 for Sittingbourne/Sheppey or 08444 994125 for Faversham

You can get a free copy of the Financial Services Authority consumer leaflet 'No Bank Account? - why it could pay you to have one' 'No Selling. No Jargon. Just the facts about basic bank accounts' by phoning 0845 606 1234.

You can also get more information on bank accounts at their consumer website www.moneymadeclear.fsa.gov.uk

Sharing information with your landlord

Sometimes sharing information with your landlord helps us to deal with your claim quickly and reduces the risk of you falling behind with your rent because of your claim being delayed. Normally we would only share information with your landlord if you have agreed that your Housing Benefit can be paid directly to your landlord or have given permission to speak to your landlord.

In any case, under the Data Protection Act we need your permission to share any information.

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

Whether or not you have claimed Housing Benefit and, if so, whether we have made a decision on your claim or if we need further information to make a decision on your claim.

We will not give your landlord any information about:

- Your financial circumstances.
- Your personal or household 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 to let us know. If you want to give us permission to discuss your claim with your landlord, please sign below.

I give Swale Borough Council permission to share information about the progress of my Housing Benefit claim with my Landlord and/or their Agent

Signature

Address

Date

PART 8a Paying benefit to your Landlord / Agent (Non LHA)

This section can be filled out if you are a non LHA customer, this includes Housing Association Tenants and those living in caravans, mobile homes, houseboats and board & lodging and want payments to be made to your landlord. This part, may be detached from the form for you to give to your Landlord to complete and return to us.

Your name

Your address

If you want us to pay your benefit straight to your landlord you must sign this declaration.

Please pay my Housing Benefit straight to my landlord. I understand that:

- I must always tell you about any change in my circumstances;
- If I do not tell you about any change of circumstances and you pay too much benefit because of this, I may have to pay back the extra benefit; and
- I may be prosecuted if I do not tell you about any change of circumstances.

Your signature

Date

Now ask your Landlord / Agent to sign this agreement.

Landlord's / Agent's name

I agree to accept Housing Benefit payments for the tenant named in this form. I understand that by law:

- I must tell you straight away if I find out about any change in the tenant's circumstances;
- You can stop paying benefit to me if I do not tell you about any change of circumstances;
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to; and
- If you pay me too much Housing Benefit for any tenant, I may be asked to repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

Landlord's / Agent's
signature

Date

Landlord's / Agent's bank details

Payment will be made by BACS, please tell us the following details. If you would like an alternative method of payment please contact us.

Name of bank or building society

Address

Postcode

Whose name is the account in?

Account Number

--	--	--	--	--	--	--	--	--	--

Sort Code

--	--	--	--	--	--

PART 8b Paying benefit to your Landlord/Agent (Local Housing Allowance only)

If you rent your property from a private landlord you must fill in this section if you would like us to pay your benefit direct to your landlord. You must answer all questions and give us as much information and evidence as possible. We will use this information to decide whom we pay. If we do decide to pay your landlord, we will write to them for information about their bank details. The decision to pay your landlord will be reviewed regularly.

Please tell us if any of the following would cause you difficulties with paying your rent:

Learning difficulties Yes No

Physical disabilities Yes No

Mental Health problems Yes No

Coping with addiction, for
example alcoholism, substance
abuse or gambling Yes No

Other Yes No

If you have answered 'Yes' to any of the above, please tell us how they would affect you paying your rent

Do you currently receive any support/help in managing your finances?

Yes No

If 'Yes' please tell us who helps you

Do you have anyone who could help/support you to manage your finances?

Yes No

If 'Yes' please tell us who could help.

Do you currently have any rent arrears?

Yes No

If you have answered 'Yes', please tell us how much, and what period the arrears cover.

Have you previously had any difficulties in keeping your rent payments up to date?

Yes No

If 'Yes' please tell us why.

Do you have multiple debts?

Yes No

If 'Yes', please supply details.

Do you have anyone helping you manage these debts?

Yes No

If 'Yes', who is helping you?

Are any deductions being made from your income to repay debts?

Yes No

If 'Yes', please supply details.

Please use the space below to give us any further information in support of your request to pay benefit to your landlord?

- The information given is true and correct
- I believe it to be in my/the tenants best interest to pay Local Housing Allowance directly to my/their landlord

Name

Signature

If you are not the claimant please state your relationship

Date / /

PART 9 Monitoring

Swale Borough Council is committed to Equal Opportunities. To promote and monitor this policy, to collect certain key information such as ethnic origin, gender and disability. We will use this information only to promote and monitor the Council's Equal Opportunities Policy. We may share this information with other Council Departments for the same purpose only.

This information will be held and processed in accordance with the Data Protection Act 1998. The Data Controller is Swale Borough Council.

You do not have to tell us any of this information, if you would prefer not to. It will not affect your entitlement to Housing Benefit or Council Tax Benefit.

Q1. What is your gender? Male Female

Q2. What Age bracket do you fall in to?

18-20 20-29 30-39 40-49 50-59 60+

Q3. Do you consider yourself to have a disability?

The disability Discrimination Act defines disability as 'a physical or mental impairment with a substantial and long-term adverse effect on a person's ability to carry out day-to-day activities.'

Yes (Go to question 3a) No (Go to question 4)

Q3a. How would you describe your impairments?

(Please mark an 'X' in all boxes that apply)

Physical impairment Mental health/mental stress Visual impairment/blind
 Learning disability Hearing/deaf Other (Please specify)

.....

Q4. Which of the following postcode are resident?

ME9 ME10 ME11
 ME12 ME13 Other

Q5. Which of these activities best describes what you are doing at present?

(Please only mark an 'X' in one box only)

Working full time Working part time Self employed
 Full time education Permanently sick/disabled Unemployed (Available for work)
 Retired Other

Q6. How would you describe your ethnic origin?

(Please only mark an 'X' in one box only)

White	Mixed	Asian
<input type="checkbox"/> White British	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Indian
<input type="checkbox"/> White Irish	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Pakistani
<input type="checkbox"/> White Other (Please Specify)	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Bangladeshi
	<input type="checkbox"/> Other mixed Background (Please specify)	<input type="checkbox"/> Chinese
		<input type="checkbox"/> Other Asian Background (Please specify)
Black or Black British	Other	
<input type="checkbox"/> African	<input type="checkbox"/> (Please specify)	
<input type="checkbox"/> Caribbean		
<input type="checkbox"/> Other Black Background (Please Specify)		

Q7. What is your religious belief?

(Please only mark an 'X' in one box only)

<input type="checkbox"/> Christian	<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Hindu	<input type="checkbox"/> Sikh
<input type="checkbox"/> No Religion	<input type="checkbox"/> Other (Please specify)	

Q8. What is your sexual orientation?

(Please only mark an 'X' in one box only)

<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Homosexual
<input type="checkbox"/> Would prefer not to say		

Thank you for taking the time to complete this survey, please return this information to the Housing Benefits Department of Swale Borough Council. Please note that this information shall be used solely by the Borough Council to ensure their services are being accessed equally and fairly and to improve the existing services provided.