## **Housing Benefit**



# For changes of address within Northumberland

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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 a person you live with as if you are civil partners.  (A civil partnership is a formal arrangement that gives same-sex partners the same legal status as a married couple).			
PLEASE USE BLACK INK	You	Your partner	
Last name			
Other names			
Any other last names you have used			
Title (Mr, Mrs, Ms and so on)			
New address Do not tell us your partner's address if it is the same as yours.			
	Postcode	Postcode	
Date of birth	/ /	/ /	
National Insurance number You can find this on payslips or letters from social security or the tax office. We cannot decide your claim if we do not have your National Insurance number.	If you do not have a National Insurance number, or cannot find it, tick this box.	If your partner does not have a National Insurance number, or cannot find it, tick this box.	
Are you receiving Income Support or Job Seekers Allowance (Income Based)?	No Yes	No Yes	
Daytime phone number			
Mobile phone number			

### Part 2 About rent

<b>Do you pay rent for your home?</b> Tick ' <b>Yes</b> ' if you would pay rent but you already get Housing Benefit.	No  You do not need to complete this form  Yes  Answer all questions in this form.		
What is your landlord's name and business 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 any of your or your partner's children related to your landlord or agent, or to your landlord's partner or the agent's partner? Related includes related through marriage, even if the marriage has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, grandmother, son-in-law or	No		
When did you start renting your home? When did you move to this address? If you have not moved in yet, tell us when you expect to move in, then tell us when you have actually moved in.			
Previous address			
	Postcode		
When did you move out of previous address?	/ /		

### Part 2 About rent - continued

What sort of tenancy do you have?			
For example, shorthold, assured tied rent or something like this.			
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 the rent for your home?	£ every		
,	(For example, every week/fortnight/4 weeks/month.)		
Does anyone else share the rent with you and your partner?	No		
with you and your partier:	Yes Tell us their names and their relationship to you and your partner.		
	How much of the rent do you pay?		
	£		
	(For example, every week/fortnight/4 weeks/month.)		
Has your rent changed in the last 12 months?	No Send us evidence of the date it changed, and how much it changed		
When is the next rent increase due?	/ /		
Has your rent been registered as a fair rent by a rent officer?	No		
Do you have any weeks when	No		
you'do not have to pay rent?	Yes How many in a year?		
Are you behind with your rent?	No		
	Yes By how many weeks?		
Who receives the Council Tax bill for your home?			
You or your partner			
Your landlord			
Someone else	Tell us who receives the Council Tax bill.		

#### Part 2 About rent – continued

Does your rent include money for the following?			
Meals	No 🗌		[.
	Yes	How much each week?	£
		Which meals are included?	
Water authority charges	No 🗌		
	Yes	How much each week?	£
Heating	No 🗌		
	Yes	How much each week?	£
Lighting	No 🗌		
	Yes	How much each week?	£
Hot water	No 🗌		Γ.
	Yes	How much each week?	£
Fuel for cooking	No 🗌		
	Yes	How much each week?	£
Laundry	No 🗌		
	Yes	How much each week?	£
Cleaning rooms or windows	No 🗌		
	Yes	How much each week?	£
Gardening	No 🗌		
	Yes	How much each week?	£
Garage or parking space	No 🗌		
	Yes	How much each week?	£
		Do you have to rent the gara part of your tenancy agreement	
Personal care and support	No 🗌	. , , , , ,	
	Yes	How much each week?	£
Do you pay any service charges	No 🗌		
<b>separate from your rent?</b> For example, for cleaning or	Yes	How much each week?	£
lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance.		What for?	
meals, or lift maintenance.  Are you living away from	No 🗌		
home at the moment?	Yes	Tell us why you are not living	g at homo
		Ten us why you are not him	g at nome.
	When did you last live at home? When do you expect to go back home?		
	Tell us the address of where you are living at the moment.		
	Postcode		
	If your home has been sublet, tell us who lives there now.		

We must see evidence of your rent and tenancy before we can decide how much benefit you can get.

## Part 3 About where you live

What sort of building do you live in? Tick one box only.			
Detached house	Flat in a house	Caravan, mo home or hou	bile N
Semi-detached house	Flat in a block	Board and lo	
Terraced house	Flat over a shop	 Hotel	
Maisonette	Bedsit or rooms	Residential n	ursing
Detached bungalow	Hostel	Residential c	are home
Semi –Detached Bungalow	Other		
Does your home have central heating?	No	Does your home have a garage?	No  Yes
Does your home have a parking space?	No	Does your home have a garden?	No  Yes
Has your home been built or adapted for people with disabilities?	No		
Which floors do you live on?			
Do you and your household occupy only part of the building you have ticked?	No Where in the build At the front	<u> </u>	ne back
How many rooms are there in the building? Living rooms	In the whole Just fo building? your h	r you and That you share winousehold? other people?	ith
Bedsitting rooms			
Bedrooms			
Bathrooms or shower rooms			
Toilets			
Kitchens			
Other rooms			
Do you use your home for business?	No		
Do you have a main home	No 🗌		
somewhere else? If your main home is	Yes What is the address	ss?	
somewhere else in the UK or abroad, tick 'Yes', even if you do not pay rent for it.			
		Postcode	
	How much do you pay for the		
	£		

#### Part 4 How you will be paid and the choices you have

- If you are renting from a private landlord (excluding Registered Social Landlords and certain other exempt tenancies) on or after 7th April 2008, you will have your benefit paid directly to you under Local Housing Allowance. If you feel this will present problems please contact us for more information. Tell us your bank or building society account details below.
- If you are renting from a private landlord and your tenancy does not fall under Local Housing Allowance you can choose either to have your benefit paid directly to you or paid directly to your landlord on your behalf.

The safest and easiest way to receive your benefit is directly into your bank account as it avoids the risk of cheques being stolen or delayed in the post. If you do not provide your bank account details we will pay your benefit by cheque. You will need to open a bank account in your name so you can cash the cheque. If you need help to open a bank account contact us. Please note we cannot pay benefit into a Post Office Card Account.

I want my benefit to be paid direct We will contact your landlord abou	tly to my landlord ut this.
I want my benefit to be paid direct building society account. Tell us you or building society details below.	
If you are awarded Council Tax Ber	nefit, we will pay this into your Council Tax account.
Name of bank or building society	
Address	
	Postcode
Whose name is the account in?	
Account number	
Sort code	
<b>Building Society Roll number</b>	

#### Part 5 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, it would be helpful if they sign below to confirm all the details about them are correct. But they do not have to sign.

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

#### I understand the following.

Relationship to the person claiming

**Date** 

- 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 some of the information with other sources as allowed by law.
- 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 organisations, such as government departments, local authorities and private-sector companies such as banks and organisation that may lend me money, if the law allows this.

I know I must let the council know about any change in my circumstances which may affect my claim.

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

Signature of person claiming

Date

/ /

Partner's signature

Date

/ /

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 the person claiming.

As far as possible, I have confirmed with the person claiming that the answers I have given on this form are correct.

Name of the person who filled in the form

Signature of the person

Signature of the person

#### Part 6 Other changes of circumstances

Have there been any <b>other</b> changes of circumstances since your previous claim, which may affect the amount of benefit you are entitled to. If no please sign and date. If yes please give us brief details. Please sign and give date change occurred.				No Yes
Details				
Signature		Date	/	/
be sending some pro	proof we need straight away, do not worry. Send the for oof later. If you do not send the form to us straight away, 2 or 3 weeks, let us know. We may be able to help.			,
Part 7 Pay	ing benefit to your landlord			
Sometimes sharing is of you falling behind your landlord if you  • are a local autho • have agreed that  But in either case ur lf you give us permise • whether or not you a decision on your or	rity tenant; or you Housing Benefit can be paid directly to your landle or the Data Protection Act we need you permission to ssion, we would be able to tell your landlord: bu had claimed or renewed your claim for Housing Benelaim or not; and	ord.  o share in efit and,	d only sharens	e information with
• if we need further 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 even 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.				
	ur landlord any information about: household circumstances; or cumstances.			
,	permission to discuss your claim with your landlord, it but then change your mind, we will follow your wishes.		,	,
If you want to give u	is permission to discuss your claim with your landlord,	please s	ign below.	
I give Northumberland County Council permission to share my information about the progress of my Housing Benefit claim with my landlord or their representative.				
Signature		Date		/ /
Address				

Postcode