

Housing Benefit

For changes of address within Northumberland

Part 1 About you and your partner

Do you have a partner who normally lives with you? No Yes

If you have a partner, you must answer all the questions about them, as well as yourself.

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.

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Do you pay rent for your home?

Tick 'Yes' 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 stepdaughter.

No

Yes

What is the relationship?

is my landlord's or agent's

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

Yes Tell us their names and their relationship to you and your partner.

How much of the rent do you pay?

£ every

(For example, every week/fortnight/4 weeks/month.)

Has your rent changed in the last 12 months?

No

Yes 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

Yes Please send us the notice of registration (RO5).

Do you have any weeks when you do not have to pay rent?

No

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 <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
		Which meals are included?	<input type="text"/>
Water authority charges	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Heating	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Lighting	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Hot water	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Fuel for cooking	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Laundry	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Cleaning rooms or windows	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Gardening	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Garage or parking space	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>

Do you have to rent the garage as part of your tenancy agreement? No
Yes

Personal care and support No
Yes How much each week? £

Do you pay any service charges separate from your rent?
For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance.

No
Yes How much each week? £
What for?

Are you living away from home at the moment? No
Yes Tell us why you are not living at home.

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 | <input type="checkbox"/> | Flat in a house | <input type="checkbox"/> | Caravan, mobile home or houseboat | <input type="checkbox"/> |
| Semi-detached house | <input type="checkbox"/> | Flat in a block | <input type="checkbox"/> | Board and lodgings | <input type="checkbox"/> |
| Terraced house | <input type="checkbox"/> | Flat over a shop | <input type="checkbox"/> | Hotel | <input type="checkbox"/> |
| Maisonette | <input type="checkbox"/> | Bedsit or rooms | <input type="checkbox"/> | Residential nursing home | <input type="checkbox"/> |
| Detached bungalow | <input type="checkbox"/> | Hostel | <input type="checkbox"/> | Residential care home | <input type="checkbox"/> |
| Semi -Detached Bungalow | <input type="checkbox"/> | Other | <input type="checkbox"/> | | |

Does your home have central heating? No Yes

Does your home have a garage? No Yes

Does your home have a parking space? No Yes

Does your home have a garden? No Yes

Has your home been built or adapted for people with disabilities? No Yes

Which floors do you live on?

Do you and your household occupy only part of the building you have ticked? No Yes

Where in the building do you live?
At the front In the middle At the back

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"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
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"/>

Do you use your home for business? No Yes

Do you have a main home somewhere else? No Yes

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

How much do you pay for this home?

£

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.

- 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

Relationship to the person claiming

Date

