

HOUSING BENEFIT AND COUNCIL TAX REDUCTION REPORT OF CHANGE OF ADDRESS TO A PRIVATELY RENTED PROPERTY

PRIVATE

Your full name:
Your address:
Postcode:

For office use only	
Date we received your application:	
Date of issue:	
Reference:	
Document status:	

Please only use this form if you already receive both Housing Benefit and Council Tax Reduction for an address you rent from the Council or a Private Landlord and you have just moved into a privately rented property.

If there have been any other changes in your circumstances or you do not currently receive both Housing Benefit and Council Tax Reduction, you must complete a full application form. You can get this from the Civic Centre.

Please complete the section(s) below within one month of the change, or you may lose benefit.

<p>The address I have left is:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: center;">Postcode:</p> <p>I have left the address on:</p> <p>My tenancy ended on:</p>	<table border="1"> <thead> <tr> <th colspan="4">National Insurance Number</th> </tr> </thead> <tbody> <tr> <td style="width: 20px; height: 20px;"> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Date of Birth</th> </tr> </thead> <tbody> <tr> <td style="width: 100%; height: 20px;"> </td> <td> </td> </tr> </tbody> </table>	National Insurance Number														Date of Birth			
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If you are receiving Income Support, Jobseekers Allowance or Employment Support Allowance you should inform the Department of Work and Pensions or your local Jobcentre Plus office of your change of address.

Failure to do this will lead to a delay in your Housing Benefit and Council Tax Reduction being awarded for your new address.

Proof of Rent

You need to provide proof of your new rent charge to allow your Housing Benefit to continue at your new address. This can be either of the following:

- **A Tenancy Agreement**
- **A Rent Book together with a letter from your landlord**

It must contain the name and address of your landlord, the date the Tenancy started and how long it will last, the amount of rent you pay and what is included in the charge.

Please remember if you do not provide evidence of your rent you cannot be awarded Housing Benefit.

About your rent

How much rent do you pay?

£

How often is your rent due?

Every Week

Every two weeks

Every four weeks

Every month

Other (please give details)

What type of home do you live in?

Residential nursing home

Residential care home

Terraced House

Semi-detached house

Detached house

Room or rooms

Terraced bungalow

Semi-detached bungalow

Detached bungalow

Shared room

Flat in a house

Flat in a block

Flat over a shop or office

Maisonette

Mobile home

Hostel

Guest house

Hotel

Other (Please give details)

How many floors are in the building?

What is the flat or room number?

Which floor or floors do you live on? All floors

Basement

Ground floor

First floor

If you live in a room, where is it in the building?

Front

Centre

Back

Please tell us below how many rooms you have in your home. You must give us this information.

	Single bedsits	Double bedsits	Bedrooms	Living rooms	Dining rooms	Kitchens	Bathrooms	Toilets	Other
Total number of rooms in the property									
Rooms that only you and your household use									
Rooms that you share with other households									

Does your home have central heating? Yes No

Does your rent cover the use of a garage or parking space? Yes No

Is your home: Fully furnished?

Partly furnished?

Barely furnished?

Unfurnished?

Who is responsible for decorating the inside of your home?

Your landlord

You

Don't know

Does your home have a garden? Yes No

Do you have to live in your home because it is a condition of your job? Yes No

Does your rent include any of the following services?

Description	Yes	No	If 'yes', how much?	Description	Yes	No	If 'yes', how much?
Council Tax			£	Warden, caretaker or porter			£
Water Rates			£	Lift			£
Hot water			£	Garden maintenance			£
Heating your accommodation			£	Laundry service			£
Lighting your accommodation			£	Laundry facilities for you to use			£
Fuel for cooking			£	Cleaning your home			£
Lighting or cleaning shared areas			£	Window cleaner			£
Personal or nursing care			£	Satellite dish or TV aerial			£
General counselling and support			£	Emergency alarm system			£

Does your rent include a payment for meals? Yes No

If 'Yes' which meals are provided?

Breakfast

Lunch

Evening meal

Other

Please give details

What sort of tenancy do you have?

Assured tenancy Housing-association tenancy Assured shorthold tenancy Shared ownership
Co-ownership scheme Regulated or registered tenancy Other (Please give details)

How long is your tenancy for?

When is your next rent increase due? / /

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

If 'Yes' how many do you have each year?

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

Who receives the Council Tax bill for your home? You or your partner Your landlord Someone else

Does anyone apart from your partner share the rent with you? Yes No

If 'Yes' how many people share the rent with you? What is your share of the rent?

If you have a joint tenant, please give us their details and relationship to you or your partner.

Name: Relationship to you: Date of birth: / /

Name: Relationship to you: Date of birth: / /

How much rent does your joint tenant pay? £

Do you provide any services for your landlord in return for a reduction in your rent? (for example, cleaning, collecting rent from other tenants or preparing meals) Yes No

If 'Yes' please give details

Has the Rent Officer registered your rent as a fair rent? (if 'Yes' you must send us the notice of registration form R05) Yes No

Your landlords name, address (with postcode) and phone no.

Your agents name, address (with postcode) and phone number

Have you or your partner ever been related in any way to your landlord, your landlord's partner, your agent or your agent's partner? Yes No

If 'Yes' please say who is related and what the relationship is.

Are any of your children related in any way to your landlord or your landlord's partner? Yes No

If 'Yes' please say who is related and what the relationship is.

Have you or your partner ever owned the property you now rent? Yes No

If 'Yes' tell us the date you sold the property.

Do you pay rent to a company or trustee of a trust of which anyone in your household is a director, employee, trustee or beneficiary? Yes No

We will pay your Housing Benefit to you into a bank or building society account. If you have special reasons for the Housing Benefit to be paid to your landlord instead you will need to request this separately in writing.

Tell us about the account you want us to pay your benefit into. This cannot be your landlords account and should not be frozen or overdrawn unless you can access your funds

Name of bank or building society

Full postal address of your bank or building society

What is the branch sort code?

			-				-		
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What is the account number or the roll number?

Account number

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Roll number

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Whose name is the account in?

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Authority to discuss your claim with your landlord or agent

When we pay your Housing Benefit directly to your landlord or agent we are allowed, by law, to tell them how much benefit you are entitled to, the date the payment starts and stops and, if appropriate, the reason for the benefit ending. We need your permission before we can give your landlord or agent more information about your claim, for example: your income, whether we have paid you too much benefit, who lives with you. If you give your permission you can change your mind at any time by writing to us.

Please answer 'No' or 'Yes' to the following question.

You

Your partner

Do you agree that we can give your landlord or agent more information about your claim?

Yes

No

Yes

No

If 'Yes' please sign below.

Your signature

--

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Date

/	/
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/	/
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Declaration

The information I have given on this form is complete and true. Other than my change of address there have been no other changes in my circumstances, for example changes to my income or household. I understand that I must inform the Council about any changes in my circumstances that might affect my claim.

Signature of person claiming:

Date:

Partner's signature:

Date:

Please return your completed form to:

Revenue Section
Civic Centre, Chesterfield Road South
Mansfield, Nottinghamshire
NG19 7BH

Phone: 01623 463463

Fax: 01623 463384

Email: benefits@mansfield.gov.uk