



Housing Benefit and Council Tax Reduction

Change of Address

Official use only	
Date issued	/ /
Date received	/ /
Date returned (if different)	/ /
Claim number	
Date action taken	/ /
HB No.	

Part 1 About you and your partner

YOU

YOUR PARTNER

Surname

Title (Mr,Mrs,Miss)

Forenames

National Insurance Number

Date of birth

Surname

Title (Mr,Mrs,Miss)

Forenames

National Insurance Number

Date of birth

Address
Include room or flat No.

Post code

E-mail Address

Home phone number Mobile phone number

What date did you or do you plan to move into this address

Do you wish to claim Council Tax Reduction at your new address? YES NO

Are you a: (Please tick one box only)

Private Tenant Housing Association tenant Hostel resident Boarder Paying Ground /site rent Owner Occupier

Please give your previous address if you have lived in your home less than six months

Address	
Include room or flat No.	
	Post code

Date of occupancy / / To / /

Did you receive Housing benefit and Council Tax Reduction for this address? No
Yes Please give details

Which council did you claim benefit from?

Part 2 Changes in your household

Are you a joint tenant/owner? No
Yes If yes how many joint tenants/owners are there?

Has there been any change in the occupants of the household? No
Yes Please give details below

* Please note: proof of their income will be required

Part 3 Rent details

(Please also have your landlord complete the rent proof form enclosed or supply your original tenancy agreement)

Landlord/Agent name	<input type="text"/>	Telephone number	<input type="text"/>
Landlord/Agent address	<input type="text"/> <input type="text"/> <input type="text"/>	E-mail address	<input type="text"/>

Are you or your partner or any children related to your Landlord or their partner? No
Yes

Does the landlord live in the same building? No
 Yes

When did your tenancy start / /

What type of tenancy do you have

Do you have a tenancy agreement? No
 Yes

Was your last tenancy with the same Landlord? No
 Yes

How much is your rent? £ Every e.g. weekly, monthly or 4 weekly

Do you receive any rent free weeks No
 Yes If yes how many do you get each year?

Was the property let to you as Please tick box that applies
 Furnished
 Unfurnished

Does your rent include any of the following?

	Yes	No	How much		Yes	No	How much
Water charges			£	Personal Care & support			£
Cooking			£	Cleaning your room and windows			£
Heating			£	Council Tax			£
Lighting			£	Personal Laundry			£
Hot water			£	Lift			£
Garage or parking space			£	Porter or estate staff			£
Furniture			£	Emergency alarm system			£
Cleaning & light shared areas			£	Other, please specify.....			£

Does your home have a garden? No
 Yes

Does your home have central heating? No
 Yes

Are meals included? No
 Yes If Yes which meal Breakfast
 Lunch
 Evening meal

Does your home have central heating? No
 Yes

Part 4 Type of accommodation

Which type of accommodation do you live in? (tick one applicable)

Detached house	<input type="checkbox"/>	Flat in a block	<input type="checkbox"/>	Room/rooms in a house	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Semi-detached house	<input type="checkbox"/>	Flat in a house	<input type="checkbox"/>
Hostel	<input type="checkbox"/>	Maisonette	<input type="checkbox"/>	Terraced house	<input type="checkbox"/>
Flat over a shop	<input type="checkbox"/>	Hotel or guest house	<input type="checkbox"/>	Other, <i>please state in part 6</i>	<input type="checkbox"/>

	Living Rooms	Bedrooms	Bedsits	Kitchens	Bathrooms	Separate toilets	Other rooms	Total
How many rooms are in the building?								
How many rooms do you and your family use?								
How many rooms do you share with other people?								

Part 5 Sharing information with your Landlord

If you have asked for your benefit to be paid direct to your Landlord we will tell them when a decision has been made and how much benefit you are entitled to and for what period benefit can be paid. However if benefit is paid to you, under the data protection act we need your permission to share information about your claim. If you give us this permission, we would only be able to tell your Landlord:

- If a decision has been made on your claim
- If we need more information to make a decision
- What rent allowance you are entitled to and for what period benefit can be paid.

We will not give your landlord any information about your personal circumstances or your financial circumstances. If you want to give us permission to discuss your claim with your Landlord please sign below

Signature:	<input type="text"/>	Date:	<input type="text"/>
Address:	<input type="text"/>	Postcode:	<input type="text"/>
	<input type="text"/>		
	<input type="text"/>		

Please give any extra information that you feel may help us when we work out your benefit

Part 6 Declaration

Please read the statements carefully & sign below. We cannot deal with your claim if you haven't signed it. I declare that the information I have given on the form is correct and complete and that this is the only change. I will inform you straight away if there are any changes in my circumstances. I understand that action may be taken against me if it is not. You can check any information on this form, this includes sending a certificate of earnings direct to my employer if necessary. I agree that this information can be shared between the Benefit Agency/Employment service and Western Isles council and I authorize them to verify the details as necessary.

Signature of person claiming

Date

Partner's signature

Date

If this form has been partly or fully filled in by someone other than the person claiming:
Please tell us why you are filling in this form for the person claiming.

I declare this I have read each question to the person claiming benefit and I have accurately recorded the answers

Name of person who filled in the form

Signature of the person

Relationship to the person claiming

Date

This authority is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud. More information can be found at <https://www.cne-siar.gov.uk/your-council/data-protection/>