

# HOUSING BENEFIT & COUNCIL TAX SUPPORT

## Change of Address Form



Name: \_\_\_\_\_

New address and postcode: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office use only:

First date contact: \_\_\_\_\_

Date of issue: \_\_\_\_\_

Claim number: \_\_\_\_\_

### About this form

You can take this form and all your original documents to Ripley Town Hall. Please see the back of the form for the opening times. If this is not possible, please post your form and your original documents to Amber Valley Borough Council. We will send your original documents back to you by post once we have checked them. Alternatively you can complete this form on-line at [www.ambervalley.gov.uk](http://www.ambervalley.gov.uk)

Please tick the box that applies to you.

I own and live in my own home:

I rent my home from a private landlord or housing association:

Previous address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When did you move? \_\_\_\_\_

### Part 1 About you & your partner

**In this part, please give details about yourself and your partner, if you have one. By 'partner' we mean your husband or wife, or someone you live with as if you were married to them.**

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

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

	You
Last name:	_____
Other names:	_____
Title (Mr, Mrs, Miss and so on):	_____
Date of birth:	_____
National Insurance Number:	____ ____ ____ ____ ____ ____ ____ ____
<small>(we cannot make a decision on your claim if we do not have your National Insurance Number)</small>	
Other names you have used:	_____
Your daytime phone number*:	_____
Your E-mail address*:	_____

Your Partner
_____
_____
_____
_____
____ ____ ____ ____ ____ ____ ____ ____
_____
_____
_____

\*You do not have to tell us this, but it may help us to deal with your claim more quickly.

## Part 2 About other people in your household

Does anyone else normally live with you and your partner?

No  Go to **part 3**.

Yes  Tell us about the other people below:

In this part please give details of other people that live with you, both adults and children.

If you need more space to enter everyone in your household please use a separate sheet of paper and send it with this form.

Last name	Other names	Date of birth	National Insurance Number (if relevant)	Relationship to you

## Part 3 About your home

Do you or your partner own this property?

No  Yes

Except for your partner, does anyone else own this property with you?

No  Yes

Tell us about the other owners below.

Tell us the name and address of these other owners and their relationship to you:

Name	Address	Relationship to you

## Part 4 About rent & your tenancy

Do you pay rent for your home?  
(This includes private landlords and housing associations)

No  Go to **part 6**.

Yes  Answer all the questions in this part:

### About your tenancy

What sort of tenancy do you have?  
(assured, assured shorthold and so on)

When did your tenancy start and when is it due to end?

**Start**

**End**

When did you move into this address?

Does your landlord live at this address?

No  Yes

Has a fair rent been registered on the property?

No  Yes  If 'yes' send us the notice of registration form RO5

Does anyone else share the rent with you and your partner?

No  Yes

If 'Yes', tell us the names of the other people who share the rent?

What is your landlord's name and address? By 'landlord' we mean the person or organisation who owns the property you live in:

If your landlord has an agent, tell us their name and address. By 'agent' we mean the person or organisation you actually pay rent to:

Are you, your partner or your 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.

No  Yes

What is the relationship?

Have you or your partner ever owned or part-owned this property?

No  Yes

## Part 4 About rent & your tenancy - continued

### About where you live

What sort of building do you live in?

Detached house:

Semi-detached house:

Terraced house:

Detached bungalow:

Semi-detached bungalow:

Terraced bungalow:

Flat in a block:

Flat in a house:

Flat over a shop:

Maisonette:

Hotel or hostel:

Caravan or mobile home:

Bedsit or rooms:

Other (please say what):

How many floors and rooms are there in the building?

Floors  Rooms

Which floor or floors do you live on?

Do you and your household occupy only part of the building?

No  Yes

If 'Yes', where in the building do you live?

Front  Middle  Back

How many different 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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bedrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bedsitting rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you responsible for decorating inside the building?

No  Yes

Do you use your home for business?

No  Yes

Please tick to show if the property is let as:

Fully furnished:

Partly furnished:

Minimally furnished (carpets and curtains only):

Unfurnished:

## Part 4 About rent & your tenancy - continued

### About your rent

We must see original proof of your rent and tenancy before we can decide how much benefit you can get. This should be your original tenancy agreement or letters from your landlord or agent.

How much is the rent for your home? £  every   
(week, fortnight, four weeks, month)

Do you get any rent-free weeks during the year? No  Yes  If 'yes' how many?

Has your rent changed in the last 12 months? No  Yes  If 'yes' send us proof of the date it changed, and by how much.

When is the next rent increase due?

Do you pay water charges direct to a water authority? No  Yes

Who pays the Council Tax on your home? You  Your landlord

Does your rent include money for any of the following services?

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? £

Gardening: No  Yes  How much? £

Having your room or rooms cleaned: No  Yes  How much? £

Other services: No  Yes  How much? £

Council Tax: No  Yes  How much? £

Water rates: No  Yes  How much? £

Garage or parking space: No  Yes  Do you have a choice to rent it? No  Yes

Meals: No  Yes  Morning  Lunch  Dinner

Do you have central heating? No  Yes

## Part 4 About rent & your tenancy - continued

### Paying your benefit

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

Tenants of private landlords will normally be paid any housing benefit directly to themselves. It will then be their responsibility to pay their full rental liability to their landlords themselves. However, we will consider making direct payments to landlords for tenants who are unable to manage their own rent, or if they are 8 weeks or more in arrears with their rent. Please contact us if you want to discuss this in more detail.

We will pay your housing benefit entitlement by BACS straight into your bank account.

As such please give us the details of the bank account into which you want your housing benefit entitlement to be paid.

Name of bank or building society:

Address of bank or building society:

Postcode:

Whose name is the account in?

Account number:

Sort code:

**If you do not already have a bank account and would like to open one please contact us for advice.**

Please provide a bank statement showing the account details into which you want your payment to be made.

#### Housing Association Tenants Only

If you pay rent to a Housing Association (Registered Social Landlord) we can send your Housing Benefit direct to them.

Would you like us to pay your Housing Benefit direct to the Housing Association? No  Yes

If you are a Housing Association tenant and 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 me too much benefit because of this, I will have to pay back the extra benefit; and I may be prosecuted if I do not tell you about any change of circumstances.

Signature:

Date:

## Part 4 About rent & your tenancy - continued

### Authority to discuss your claim with your landlord

Allowing us to discuss your claim with your landlord may help us to deal with your claim quickly and reduce the risk of you falling behind with your rent because of your claim being delayed. However we will not give your landlord any information relating to your personal, household or financial circumstances.

May we discuss the progress of your claim with your landlord? No  Yes

If you want to allow us to discuss your claim with your landlord you must sign this declaration.

I authorise the Council to discuss the progress of my claim with my landlord.

Signature:  Date:

**We must see original proof of your rent and tenancy before we can decide how much benefit you can get. This should be your original tenancy agreement, rent book or letters from your landlord or agent.**

**If you do not have these documents you can use the Proof of Rent and Tenancy Details form provided at the end of this form.**

**Please do not delay sending in your Change of Address form while you are waiting for proof of your rent and tenancy details to be completed by your landlord.**

## Part 5 Supported accommodation

In this part, please tell us if any support services are included in your rent. For example, a warden or caretaker service, an emergency alarm system, cleaning for any shared areas, general counselling and support, or personal care and support.

Does your rent include any support services?

No  Go to **declaration**

Yes  Please tell us which below:

A warden or caretaker:

No  Yes

How much? £

An emergency alarm system:

No  Yes

How much? £

Cleaning for shared areas:

No  Yes

How much? £

General counselling and supports:

No  Yes

How much? £

Personal care and support:

No  Yes

How much? £

Housing Benefit does not cover the cost of support charges but if you are entitled to Housing Benefit, you will get help from your Supporting People Partnership Team. So they can help you, they will need information about your entitlement to Housing Benefit. If you want us to, we can give them this information so that they do not have to ask you for it but we need your permission to do this. If you would like us to pass on this information, please read and sign the declaration below. The information we will pass on is your full name and address, National Insurance Number and the dates your entitlement to Housing Benefit starts and ends. The Supporting People Partnership Team will use this information to assess how much they can pay towards the cost of your support services. Your support provider will have given you more information about the Supporting People Partnership Team and what they do.

I agree to let you give the Supporting People Partnership Team information about my Housing Benefit:

Signature:

Date:



## 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 should 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 Support (or both). You may check some of the information with other sources within the Council, rent offices, other councils and government organisations.
- You may use any information I have provided in connection with this and any other claim for social security benefits or Discretionary Housing Payments that I have made or may make. You may give some information to other government organisations, if the law allows this.
- You may also use any information I have provided to keep my, or my partners, Council Tax account up to date and to award or remove any relevant discounts.

### THE ONLY CHANGE IN MY CIRCUMSTANCES SINCE MY LAST FORM IS MY ADDRESS

I **know** I must let you know about any changes in my circumstances which might affect my claim.

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

Signature of person claiming:

Date:

Partners 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:

Name of the person who filled in this form:

Signature:

Relationship to the person claiming:

Date:

## How to contact us

You may take this form to the Council Offices at Ripley or post it to:

Amber Valley Borough Council  
Benefits and Revenues Services  
Town Hall  
Ripley  
Derbyshire  
DE5 3BT

If you need help to fill in this form, need more information or want us to copy your original documents, please contact the Benefits Service on 01773 841470. We are open from 9.00am to 4.30pm Monday, Tuesday, Thursday and Friday and from 10.00am to 4.30pm on Wednesday.

**Don't forget to visit our website.**

You can get more information on Housing Benefit and Council Tax Support, work out your entitlement, and apply for benefit online at [www.ambervalley.gov.uk](http://www.ambervalley.gov.uk)

### **Benefits Investigations**

Do you know anyone making false claims for Benefits? If you want to report anyone anonymously you can telephone the dedicated confidential Fraudline number - 0800 854 440.

## Housing Benefit Proof of Rent & Tenancy Details

The additional information requested on this form will enable your housing benefit to be calculated correctly. You should ask your LANDLORD to complete ALL of the questions. Please do NOT delay sending in your Change of Address form while you are waiting for your Landlord to complete this document.

<b>Name of tenant(s) include all joint tenant names:</b>	
<b>Property address:</b>	
<b>Date tenancy started:</b>	
<b>Date moved in:</b>	
<b>Amount of rent charged:</b>	
<b>Date of last increase:</b>	
<b>How often is this charged?</b>	<b>Weekly   Fortnightly   Four weekly   Calender monthly</b> (please delete as appropriate)
<b>Are there any rent arrears?</b>	<b>Yes   No</b> (please delete as appropriate)
<b>If so, state how much and the period it represents:</b>	
<b>Does the rent include services or fuel charges?</b>	
<b>If yes, state exactly what they are:</b>	
<b>Landlord's signature and date:</b>	
<b>Landlord's full names and address:</b>	
<b>Claimant's signature and date:</b>	

Note: This does not constitute a legal agreement between the Landlord and tenant. It is only proof of rent charged for Housing Benefit purposes. Also, you must notify us if any of the above tenancy details or conditions change.

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