



Claim Number

## Housing and Council Tax Benefit

Fill in this form if you are claiming housing benefit or council tax benefit and you want to tell us of a move to a rented property. Use **black** ink, do not use pencil.

If you are receiving any other welfare benefits you must tell the relevant office of your move, such as Jobcentre Plus or The Pension Service.

### 1. About you

Title  
(Mr/Mrs/Miss/Ms)

Date of Birth  /  /

Surname

First Names

New Address   
  
  
Postcode

Phone Number

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.

Old Address   
  
  
Postcode

What date have you been charged rent up to at your old address?  /  /

Which benefit(s) do you want to claim? Council Tax Benefit

Housing Benefit





## 2. About rent – continued

How much is the rent for your home?

£  every

(For example, every week, two weeks, four weeks or 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, two weeks, four weeks or month.)

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

No

Yes  How many in a year?

For example, rent-free weeks.

Are you behind with your rent?

No

Yes  By how many weeks?

How do you pay for water rates?

In the rent

Bill from water authority

How do you pay for electricity?

Bill

Key or slot meter

In the rent

Pay landlord on top of rent

How do you pay for gas?

No gas

Bill

In the rent

Pay landlord on top of rent

Key or slot meter

Does your rent include money for meals?

No

Yes  Which meals are included?

Breakfast

Lunch

Evening meal

Other

### 3. About where you live

What sort of building do you live in? Tick one box only.

- Caravan, mobile home or houseboat
- House or Bungalow
- Board and lodgings
- Other
- Residential nursing home
- Residential care home

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"/>              |

Is a bedroom used solely by a carer who does not live in your home to provide overnight care?

- No
- Yes  Tell us who provides the care and for who

Person or company

Cares for



Do you use your home for business?

- No
- Yes

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?

 /  / 

#### Evidence of rent

Please supply proof of your rent. This can be one or more of the following but they must be the original documents not copies.

- Tenancy agreement
- Letter from your landlord
- Rent book
- Letter from the agent

However the proof must provide all of the following:

- the name and address of your landlord and managing agent (if appropriate)
- the amount payable and how often
- the date the agreement started
- what is included in the rent ie fuel, rates, meals etc.

If you can please return the proof of your rent with this form.

If you are sending it later tick this box

## 4. Details of people who live with you

Tell us about all the people who usually live with you.

| Full Name | Date of birth | Relationship to you or your partner |
|-----------|---------------|-------------------------------------|
|           |               |                                     |
|           |               |                                     |
|           |               |                                     |
|           |               |                                     |
|           |               |                                     |
|           |               |                                     |

## 5. Details of income and capital

Do you or your partner get Income Support, income-based Jobseekers Allowance, income-related Employment and Support Allowance or Pension Credit (Guarantee Credit)?

No  Yes  Go to Part 6

Tell us all the income you or your partner receive.

| Type of Income | Amount | How Often | Paid to (please tick)        |                                       |
|----------------|--------|-----------|------------------------------|---------------------------------------|
|                |        |           | You <input type="checkbox"/> | Your Partner <input type="checkbox"/> |
|                |        |           | You <input type="checkbox"/> | Your Partner <input type="checkbox"/> |
|                |        |           | You <input type="checkbox"/> | Your Partner <input type="checkbox"/> |
|                |        |           | You <input type="checkbox"/> | Your Partner <input type="checkbox"/> |
|                |        |           | You <input type="checkbox"/> | Your Partner <input type="checkbox"/> |
|                |        |           | You <input type="checkbox"/> | Your Partner <input type="checkbox"/> |

Tell us all the savings, capital, shares, investments, property or land held by you or your partner.

| Type/Name of company | Amount/Value | Held by (please tick)        |                                       |
|----------------------|--------------|------------------------------|---------------------------------------|
|                      |              | You <input type="checkbox"/> | Your Partner <input type="checkbox"/> |
|                      |              | You <input type="checkbox"/> | Your Partner <input type="checkbox"/> |
|                      |              | You <input type="checkbox"/> | Your Partner <input type="checkbox"/> |
|                      |              | You <input type="checkbox"/> | Your Partner <input type="checkbox"/> |
|                      |              | You <input type="checkbox"/> | Your Partner <input type="checkbox"/> |
|                      |              | You <input type="checkbox"/> | Your Partner <input type="checkbox"/> |

## 6. Paying your Housing Benefit

We will usually pay Housing Benefit into your bank or building society account. In special circumstances it can be paid to your landlord.

### Your account details

Please give details below of the bank or building society you want your Housing Benefit to be paid in to.

Name the account is in

Name of bank or building society

Address and postcode of bank or building society

Account number

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Sort code

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Roll number (if you have a building society account)

If you do not have a bank or building society account please tick this box.

### Payment to your landlord

Housing Benefit cannot normally be paid to your landlord if you rent privately.

We can pay your Housing Benefit direct to a private landlord if you have difficulty managing your money because of mental-health problems or severe debt problems, for example.

If you would like us to consider paying your Housing Benefit direct to your landlord for health reasons or because you do not think you can be responsible for paying your rent yourself, tell us your reasons why in the box below.

**Send us any documents you have as proof to support your request.**

If you are a housing association tenant or in supported lodgings you can have your benefit paid direct to your landlord.

Do you want your Housing Benefit to be paid to your landlord?

No

Yes

## 7. Sharing information with your landlord

Sharing information with your landlord could help us deal with your claim more quickly and could reduce the risk of you falling behind with your rent because of your claim being delayed.

We may need to ask your landlord about some of your information (for example, the date your tenancy started) before we can make a decision on your claim. If we need to do this we can contact your landlord without your permission.

By law we must tell your landlord about certain decisions we make about your claim (for example, if we decide to pay your benefit to your landlord).

Under the Data Protection Act 1998 we need your permission to discuss anything else.

If you give us permission, we would be able to tell your landlord if:

- you have claimed Housing Benefit;
- we have made a decision on your claim;
- we have made a payment to you, when we paid the payment and how much the payment was; and
- we need more information to make a decision about your claim and what that information is.

**We will not give your landlord any information about:**

- **your personal or household circumstances; or**
- **your financial circumstances.**

You can withdraw your permission at any time.

It will not affect your claim if you do not give us permission to discuss your claim with your landlord.

If you want to give us permission to discuss your claim with your landlord, please sign below.

**I give Stockton-on-Tees Borough Council permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.**

Signature

Full Name  
(in BLOCK CAPITALS)

Address and  
postcode

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Date

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|--|---|--|---|--|

## 8. Anything else you need to tell us

Use the box to tell us anything else you think we should know about. Include details of any recent changes or future changes you are aware of. If you are telling us of a change, tell us the date of the change and provide proof, for example, payslips, pension advice slip, bank statement.

Here are some examples of the changes affecting you and your partner which you need to tell us about;

- start getting a new benefit or the amount paid goes up or down
- wages go up or down
- capital, savings or investments change
- anyone moves into or out of your home;
- going into hospital or a home;
- start working or change jobs
- childcare charges go up or down
- any children leave school or leave home;
- moving home;

You also need to tell us of any changes in the income of other people 18 years and over who live with you.

This is **not** a full list. If you are unsure if a change will affect your benefit please contact us for further advice.

## 9. 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 the law. Housing Benefit fraud investigations could possibly include checks on undeclared cohabiters'.
- 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, Experian, a Credit Reference Agency and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- You may use the information in this form to tell me of any other welfare benefits or other support which may be available to me.

I **know** I must let you know straight away 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

/ /

Partner's signature

Date

/ /