

# HOUSING BENEFIT & COUNCIL TAX SCHEME

## Change of Address within the London Borough of Harrow

Office address:	Housing Benefits Service	Email address	housing.benefits@harrow.gov.uk
	PO Box 730	Telephone No.	020 8901 2610
	Station Road	Benefit Ref. No.	
	Harrow, HA1 2DU	Date issued	

Please complete this form in block capitals, using black ink

To use this form, you **must be** moving out of your old home and into your new home on the same day. If you are not moving house on the same day, you will need to contact us to request a New Claim Application Form.

Please return the completed form **immediately**. If you do not return this form within one calendar month, your benefit will be cancelled. We must see the following original documents. Photocopies are not acceptable:

- Tenancy Agreement, or completed Landlord declaration Form (contained in the last two pages of this form)
- Proof of any other changes, such as your income or, the income of other people that live in the household.

If you do not have the supporting documents now, please return the completed form and send, or bring in the documents as soon as you can. We will not continue to pay benefit until these documents are received. Once all the requested information has been received we will aim to assess your claim within 2 working days.

### PART 1 ABOUT YOU AND YOUR PARTNER

	You	Your partner
Title (e.g. Mr, Mrs, Ms)		
Surname or last name		
Other names		
Date of Birth		
National Insurance No.		

*Please provide your telephone number as this may speed up processing your claim*

Home telephone No.		
Mobile number		
Work telephone No.		
Email address		

Do you or your partner receive the following benefits?:

Please tick Yes or No to all of the following:

	You		Your partner	
	Yes	No	Yes	No
Income Support				
Jobseekers Allowance (Income based)				
Employment Support Allowance (Income based)				
Pension Credits				

Have there been any other changes to your income since you last contacted us?

Yes  No  If yes, please give the details of your income and the date the change took place

Proof of your income will need to be provided

## PART 2 ABOUT OTHER PEOPLE WHO LIVE WITH YOU

Please include everyone else who lives in your household except joint tenants (this includes your children, other adults and children)

Surname	First names	Date of birth	Relationship to you (e.g. daughter/ son/grandson/friend)	Are they receiving Income Support/JSA (IB)/pension Credits?	Are they a full time student/an apprentice or youth training employee?	Do you receive child benefit for this person?	Enter the number of hours worked	Enter the gross wage i.e. before deductions	How often do they get paid e.g. monthly/weekly/4 weekly	Please state how much they have in savings	Do they have any other income? If so, where from, how much and how often

Is anyone listed above:

- severely mentally impaired?

Yes  No  If yes, please give their name

- providing 35 hours per week care for another member of the household who is receiving Disability Living Allowance (care component) at the highest rate, or Attendance Allowance?

Yes  No  If yes, please give their name

**Important note:** You must provide details and evidence of any changes. Original documents will be returned to you.

**Do not delay sending this form.** If you have not got proof, please return this form now and send the documents in as soon as you have them.

**PART 3 ABOUT WHERE YOU LIVE**

	You	Your partner
Previous address		
	Postcode	Postcode

New address		
	Postcode	Postcode

If you live in a hotel/hostel, please give your room no.

What date did you move in?

What date did your tenancy start/your purchase complete?

	Yes	No	
Do you own your own home or pay a mortgage?	<input type="checkbox"/>	<input type="checkbox"/>	If 'Yes', please go to Part 8
Do you rent from the Council?	<input type="checkbox"/>	<input type="checkbox"/>	If 'Yes', please go to Part 8
Do you rent from a Housing Association?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you pay rent to a private landlord?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you live in board and lodgings?	<input type="checkbox"/>	<input type="checkbox"/>	
Other: please specify			<input style="width: 350px; height: 20px;" type="text"/>

Do you have a joint tenancy with anyone?    Yes     No

If yes, please give the names of the other tenants and their relationship to each other.

Name:	1	<input style="width: 280px; height: 20px;" type="text"/>	2	<input style="width: 280px; height: 20px;" type="text"/>
Relationship:		<input style="width: 280px; height: 20px;" type="text"/>		<input style="width: 280px; height: 20px;" type="text"/>

Name:	3	<input style="width: 280px; height: 20px;" type="text"/>	4	<input style="width: 280px; height: 20px;" type="text"/>
Relationship:		<input style="width: 280px; height: 20px;" type="text"/>		<input style="width: 280px; height: 20px;" type="text"/>

**PART 4 ABOUT YOUR LANDLORD**

What is your landlord's full name and business address?

Postcode

If your landlord has an agent, please tell us their full name and address

Postcode

Are you or your partner, or any of your or your partner's children related to your landlord, or your landlord's partner?

"Related" includes related through marriage, even if the marriage has ended. Some examples are:

Ex-wife, aunt, brother, grandmother, son-in-law, or step daughter      Yes       No

If yes, what is the relationship?

Name	Relationship to landlord

Does your landlord live in the property that you rent?      Yes       No

**Permission to share information with your Landlord**

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

- You have claimed Housing Benefit
- We have made a decision on your claim
- We need more information to make a decision on your claim, and what that information may be.

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.

Will you allow us to share information with your landlord?      Yes       No

If yes, please sign to confirm that you will allow us to share information with your landlord

Signature

Date

**PART 5 ABOUT YOUR RENT**

How much rent does your landlord charge you?

£

How often do you pay rent?

Weekly  4 weekly  Fortnightly  Calendar month  Other (please specify)

Are you behind with your rent? Yes  No

If yes, how many weeks rent do you owe?  How much do you owe? £

**We need to see proof of your rent - All documents must be originals.**

**Original documents will be returned to you.**

Proof of rent is:

- A tenancy agreement, or
- The enclosed Landlord Declaration Form. (See the last 2 pages of this form)

This must include the date your tenancy started and the rent you pay. We also need to know what is included in the rent you pay, for example gas or electricity.

Does the rent you pay include any of the following?

*Please tick 'yes', 'no', or 'don't know'. If 'yes', please state how much.*

	Yes	No	Don't know	How much
Council Tax				£
Water Rates				£
Lighting				£
Heating				£
Hot water				£
Power for cooking				£
Cleaning personal room				£
Personal laundry				£
Garage or Parking				£
General Care and Support				£
Other				£
If 'Yes' to Other, please give details	<input type="text"/>			

Does your rent include meals? Yes  No  If yes, tick the number of meals you get:

3 meals a day  Less than 3 meals a day  Breakfast only

Do you have any rent free weeks? Yes  No

If yes, how many do you get a year?  When are they?

**PART 6 ABOUT YOUR HOME**

How is the property let? *Please tick the box that applies*

Furnished       Unfurnished       Partly furnished

Who is responsible for decorating the inside of your home?

Landlord       You       Don't know

How many rooms do you have in your home?

	Single bedsit	Double bedsit	Bedrooms	Living/Dining rooms	Kitchen	Bathroom	Toilet
Total number							
Number of rooms only used by you							
Number of rooms you share							

*Please tick the type of accommodation you have:*

Detached house     Semi detached house     Terraced house     Bungalow   
 Flat in block     Flat in house     Flat above shop     Shared room   
 Room in house     Room in hotel     Room in hostel

Other (please specify)

How many floors are there in the building?

On which floor/s do you live?

Do you have a shorthold tenancy?    Yes     No

Note: a shorthold tenancy is for a period between 6 months and 5 years

If 'No', what type of tenancy do you have?

Has your rent been registered?    Yes     No

## PART 7 HOW YOU WILL BE PAID AND THE CHOICES YOU HAVE

**Council Tax Benefit:** Benefit will be paid into your Council Tax Account. You will be sent a revised bill.

**Council Tenants and tenants placed in temporary accommodation:** Housing Benefit will be paid into your rent account.

**Renting from a Housing Association, a charity or a hostel:** You have a choice of how your benefit will be paid – either into your own bank/ building society account or to your Landlord. Please complete either Option 1 or, Option 2 below.

**All other private tenants:** Benefit will be paid directly into your own bank or building society account. Generally, this is paid four weeks in arrears. Please fill in your details under Option 1 below. If you have difficulty managing your affairs, it may be possible to pay your Landlord. To help the council decide if we can do this, you will need to complete the questions in Option 3.

### Option 1

You would like your Housing Benefit paid directly into your bank or building society.

Yes  No  If yes, please give the following details:

Name and address of your bank or building society

Name:
Address:

Name(s) of account holder(s)

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Bank or building society account number

--	--	--	--	--	--	--	--

Bank sort code

		–			–		
--	--	---	--	--	---	--	--

Building Society Roll Number

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### Option 2

You rent your home from a Housing Association, a charity, or a hostel and would like Housing Benefit paid directly into your landlord's bank or building society account

Yes  No

We will write to your landlord for their account details. Benefit will generally be paid four weeks in arrears.



**PART 9 DECLARATION**

Please read this declaration carefully before signing:

- **I declare** that the information I have given on this form is correct and complete.
- **I understand** that if I give any information that is incorrect or incomplete you may take action against me. This may include court action.
- **I agree** that you will use the information I have provided to process my claim for Housing Benefit and Council Tax Benefit, or both. You may check some of the information with other sources as allowed by the law.
- **I understand** that 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 if the law allows this.
- **I know** that I must let you know in writing about any change in my circumstances which might affect my claim.

Your signature

Date

Your partner's signature

Date

If this has been completed by someone other than the person claiming. Please tell us why you are filling in this form for the person claiming

**I declare** that as far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct.

Name of the person who filled in the form

Signature

Date

Relationship to the person claiming

**If you do not have a tenancy agreement please ensure the landlord declaration form is completed**

**Landlord Declaration Form**

**Please fill in part A of this form. Then ask your landlord to fill in and sign part B.**

**Part A**

Your name

Your address

**Part B (to be filled in by the landlord)**

Your name

Your address

Are you the landlord of the property shown in Part A? Yes  No

When did the person in Part A become your tenant?

Is the person in Part A a joint tenant? Yes  No

If yes, please give the names of all the joint tenants

Name

Name

Name

Name

How much rent do you charge your tenant?   
If your tenant is a joint tenant, please give the rent for the whole property £

How often? For example 4 weekly or calendar monthly

What date did the rent last change?

What date is the rent paid up to?  
If no rent has been paid yet, please write 'none paid'

**Which of the following is included in the rent?**

Water Rates

Heating

Lighting

Hot Water

Power for cooking

Services

Meals

Please say which

Please say which

If none of these services are included in the rent please tick this box

Is this supported accommodation?

Yes

No

**If you act on behalf of a housing association and the rent includes amounts for services, please attach a breakdown of how much the charges are.**

**Declaration** (Please read this declaration before you sign the form.)

As far as I know, the information I have given is accurate.

The Council can check the information given on this form.

I will tell the Council straight away if any of the information given on this form changes.

I know that if I make a false statement, I may be prosecuted.

**It is important that you understand the above declaration before signing this form.**

Landlords signature

Date

**Please note - The Council cannot give you details of your tenants claim without their written permission to do so.**

**Now please return this form to the Housing Benefits Office,  
PO Box 730, Civic Centre, Harrow, HA1 2DU**