



**Resources Directorate**  
Housing Benefit

Claim ref:

## **Questionnaire for Specified Accommodation Schemes**

(This form must be completed before claims for Housing Benefit are made)

**Name of Landlord:**

**The nature of the scheme:**

**When did the scheme open, or is due to open?**

**Accommodation address:**

**How many units does it have?**

**What is the type of unit?** (i.e. shared accommodation/self-contained studios, one bed flats etc.):

|  |     |    |
|--|-----|----|
| Is the home a Registered Care Home<br>(Housing Benefit is not payable to occupants of registered care homes) | Yes | No |
|--|-----|----|

### **About the landlord:**

Is the accommodation 'provided by'

|  |     |    |
|--|-----|----|
| A housing association, whether registered or unregistered:<br>If yes, what is the name of the HA?<br>(Please provide evidence) | Yes | No |
|--|-----|----|

|  |     |    |
|--|-----|----|
| A registered charity<br>If yes, please advise the name and the registration number:<br>(Please provide evidence) | Yes | No |
|--|-----|----|

|   |     |    |
|---|-----|----|
| A non-profit-making voluntary organisation<br>If yes, please provide the name:<br>(Please provide evidence) | Yes | No |
|---|-----|----|

If none of the above, please give details:

**Please provide documentary evidence to show your legal interest in this property**

**About care and support**

Will/does the landlord provide the care, support or supervision?                      Yes                      No

**If yes:**

Does the landlord have a contract with the provider?                      Yes                      No

If yes, who is the provider:

**If no:**

Is a provider acting on the landlord's behalf to give the care, support or supervision?      Yes  
No

Who provides the care and support service?

Who contracts for the care and support service?

How is the care and support funded? Please give details:

**About the rent:**

Please provide a copy of the tenancy agreement that will be or is currently used.

Do/will clients have their own tenancy agreements and be liable to pay rent?      Yes                      No

Are all clients charged the same rent, irrespective of Benefit eligibility?                      Yes                      No  
If your answer is 'No', please explain.

Does the rent include Service Charges?                      Yes                      No

If yes, please provide a copy of the rent breakdown, including details of communal and personal services charges with the amounts.

Is there an element of care and support included in the eligible service charges?

Yes      No

If yes, please give details of how much this is and what it is for:

Does the property have a room for an overnight carer?      Yes      No

If yes, do all of the tenants require use of an overnight carer?      Yes      No

Does a carer stay every night?      Yes      No

If no, please give more details:

Please provide a full breakdown of the Core rent.

Please provide a full breakdown of the Enhanced/Intense Management charge.

Please provide a full breakdown of the Management Overhead on rent charge.

Please provide a full breakdown of the Voids on rent charge.

Are there any other charges the clients are liable for?      Yes      No

If yes, please provide details:

Are clients expected to make up the shortfall between the rent and benefit eligibility for the accommodation charge from their own funds?      Yes      No

If no, who makes up the shortfall?

**About Council Tax**

Are the clients responsible for their own Council Tax? Yes      No  
If no, who is responsible?

**About the clients:**

Who nominates the clients?

Who makes the decision that the accommodation is suitable for the client?  
Have their individual needs been assessed? Yes      No

If so, to what extent are they deemed capable of 'Independent Living' even if requiring an element of care and support?

Do any of the clients receive an element for accommodation costs from the Department of Work and Pensions? Yes      No

If yes, please provide details.

**About the length of stay:**

Please indicate which best describes the accommodation provided

- homelessness hostel
- transitional supported accommodation for vulnerable young people such as care leavers or teenage parents; offenders/ex-offenders; substance or alcohol misuse; veterans or mental ill health
- refuges or other housing with support, for victims of domestic abuse
- dispersed accommodation with support
- bail accommodation for offenders/ex-offenders, those under the Bail Accommodation and Support Services (B.A.S.S.) for England and Wales

• Other (please specify below)  
.....  
.....  
.....

Does the agreement feature planned move-on or transition to settled accommodation within 2 years

Yes

No

Other (please specify)

Separate to the length of the tenancy, how long are you expecting to provide the accommodation to your tenant?

Up to 2 years

More than 2 years

Completed by:

Name:

Title:

Organisation:

Department:

Signature:

Date: