

5. Did you try to find out how much the Council would pay towards your rent or Council Tax?

Yes No

If Yes, please give details.

If No, please explain why not.

6. Do you need to live in the area where you are currently living?

Yes No

If Yes, please explain why.

7. If you need to live in a special type of home, please explain why and tell us what type of home you need.

8. Please explain what steps you are taking to find a cheaper home.

Part 3 About your rent

If you are asking for more help with your rent - please answer questions 9, 10 and 11. If not, please go straight to question 12.

9. Have you asked your landlord or agent to reduce your rent?

Yes No

If Yes, what did your landlord say?

If No, please explain why not.

10. Do you have any rent arrears?

Yes No

If Yes, how much and for what dates?

Amount of arrears Period

11. Have you been served with a formal notice to quit by your landlord?

Yes No

If Yes, please provide a copy.

If No, please explain what other action your landlord has taken.

Part 4 About your savings, investments and property

12. Please tell us about your savings, investments or property in the UK or abroad.

Name of accounts / investments	Current balance / value

Please provide evidence of all your savings, investments and property.

Part 5 Other Information

13. Please give details of any disabilities, health problems or any other special needs that you or a member of your family has.

Please provide a letter from your doctor / health worker confirming your current ill health.

14. Please explain why you believe you will suffer hardship if you do not get a discretionary housing payment.

15. Please tell us anything else you think we should know before we decide whether to pay you a discretionary housing payment.

Part 6 Personal Budget Sheet

Step 1 – Your Income (do not include your housing benefit or council tax benefit)

Type of Income	Weekly / Monthly amount	
Earnings	£	per
Jobseeker's Allowance	£	per
Income Support / Pension Credit	£	per
Tax Credit	£	per
State Retirement pension	£	per
Works pension	£	per
Child Benefit	£	per
Incapacity Benefit	£	per
Maintenance	£	per
Non-dependents contributions	£	per
Other income	£	per
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Total Income	Box A	£ <input type="text"/>

Step 2 – Your outgoings (do not include your rent or council tax charges)

Type of outgoings	Weekly / Monthly amount	
Mortgage	£	per
Water rates	£	per
Gas charges	£	per
Electricity charges	£	per
Food costs	£	per
Clothing	£	per
Prescriptions / health costs	£	per
Maintenance payments	£	per
Other outgoings	£	per
	£	per
	£	per
	£	per
	£	per
Total Outgoings	Box B	£ <input type="text"/>

Part 7 Declaration - Please read this declaration carefully and sign below

- I declare that the information I have given on this form is correct and complete.
- I give you my permission to make enquiries that are needed to check the information on this form.
- I know that I must tell you straight away if there is a change in any of the details I have described on this form.

Your signature

Date

If this form has been filled in by someone other than the person claiming a Discretionary Housing Payment please tell us why you are filling in the form for the person claiming

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 this form

Signature of the person

Address and phone number of the person

Relationship to the person claiming

Date

Please return the form and evidence to:

Revenues and Benefits, Civic Centre, 44 York Street, Twickenham TW1 3BZ

We are open from 9am to 5.15 pm Monday to Thursday, and from 9am to 5pm on Fridays.

If you need any help with the form, our phone number is 020 8891 7724. If you have problems hearing, our minicom number is 020 8831 6210.

You can fax us on 020 8891 7933.

You can email us at revben@richmond.gov.uk

There is more information about benefits and other Council Services on our website at www.richmond.gov.uk