

Benefit Service

Change in Household Notification

PART 1 – About you

Name Claim Number

Address

Home telephone number:
 Mobile:
 Email:

PART 2 – About people who live with you

Has someone moved in or out of your home?
 (please tick box) IN OUT

If someone has moved in or out please confirm their name(s).

Please tell us the date that they moved in or out.

If they have moved in, what was their old address?

If they have moved out, what is their new address?

What is the date of birth of the person who has moved?

What is their relationship to you?

If the person moving in is your partner please tell us their National Insurance number

| Letters | Numbers | | | | | | Letter |
|---------|---------|--|--|--|--|--|--------|
| | | | | | | | |

By *partner*, we mean someone of the opposite sex you are married to or live with as if you are married, or a civil partner or a person you live with as if you are civil partners.

If the person moving in is your partner we need to see proof of their identity and their National Insurance number, for example their birth certificate, passport, driving licence or national insurance card. Please do not send copies as we need to see the **original** documents. Please do not send valuable items through the post. If you can, bring them to the Civic Centre to be copied. Please call us on 020 8891 1411 if you need more advice about providing these documents.

Do you want to claim Housing Benefit following this change? YES NO
(please tick YES or NO)

Do you want to apply for a Council Tax Reduction discount following this change? YES NO
(please tick YES or NO)

PART 3 – About the income and savings of the person who has moved in

Does the person who has moved in have any income or savings? YES NO
(please tick YES or NO)

If YES, please give us details below and provide evidence.

What is their income?

What savings do they have?

Does the person who has moved in own or partly own any property or land, either in the UK or abroad? YES NO
(please tick YES or NO)

If YES, please give us details

What property or land do they own?

We need to see evidence of any income, savings and property you have told us about.

Please do not send copies as we need to see the **original** documents. Please do not send valuable items through the post. If you can, bring them to the Civic Centre to be copied. You can call us on 020 8891 1411 if you need more advice about providing these documents.

PART 4 – Your 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 Reduction, or both. You may check some of the information with other sources as allowed by law.
- ◆ 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 such as banks and organisations that may lend me money, if the law allows this.

I know I must let the Revenues & Benefits office know about any change in my circumstances which may 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

Please return this form to:

London Borough of Richmond upon Thames
Benefits Service, PO Box 72385, London,
SW18 9PG.

Please contact us on 020 8891 1411 if you need this information in Braille, large print, on audio tape or in another language.

If you have difficulty understanding the form, please visit us at the Civic Centre where we can arrange a telephone interpreting service.