

Benefit Service

Change of Address Notification

PART 1 – About you and your household

Name Claim Number

Last Address

New Address

Do you want to claim Housing Benefit at your new address
(please tick YES or NO) YES NO

Do you want to claim Council Tax Reduction at your new address
(please tick YES or NO) YES NO

Telephone Number for your new address

Mobile Number

Email address

When did you move to your new home?

Does anyone else live with you? YES NO

If NO, please go to PART 2

If YES, please give the following information for each person

| Name | Date of Birth | Relationship to you |
|------|---------------|---------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

PART 2 – About rent

Do you pay rent for your home?

YES

NO

If NO, please go to PART 4

Do you pay rent to the council?

YES

NO

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

By landlord we mean the person or organisation who owns the property you live in.

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

By agent we mean the person you actually pay rent to.

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

YES

NO

If YES, what is the relationship?

How much is the rent?

£

How often is the rent charged? (For example weekly or monthly.)

Are your rent payments up to date?

Yes

No

If 'NO', what are the arrears?

£

When did the tenancy start?

What sort of tenancy do you have?

PART 2 – About rent continued

Does your rent include money for the following?

| | | | | |
|---------------------------|-----------------------------|------------------------------|---------------------|------------------------|
| Meals | NO <input type="checkbox"/> | YES <input type="checkbox"/> | How much each week? | £ <input type="text"/> |
| Water rates | NO <input type="checkbox"/> | YES <input type="checkbox"/> | How much each week? | £ <input type="text"/> |
| Heating | NO <input type="checkbox"/> | YES <input type="checkbox"/> | How much each week? | £ <input type="text"/> |
| Lighting | NO <input type="checkbox"/> | YES <input type="checkbox"/> | How much each week? | £ <input type="text"/> |
| Hot water | NO <input type="checkbox"/> | YES <input type="checkbox"/> | How much each week? | £ <input type="text"/> |
| Fuel for cooking | NO <input type="checkbox"/> | YES <input type="checkbox"/> | How much each week? | £ <input type="text"/> |
| Laundry | NO <input type="checkbox"/> | YES <input type="checkbox"/> | How much each week? | £ <input type="text"/> |
| Cleaning rooms or windows | NO <input type="checkbox"/> | YES <input type="checkbox"/> | How much each week? | £ <input type="text"/> |
| Gardening | NO <input type="checkbox"/> | YES <input type="checkbox"/> | How much each week? | £ <input type="text"/> |
| Garage or parking space | NO <input type="checkbox"/> | YES <input type="checkbox"/> | How much each week? | £ <input type="text"/> |
| Personal care and support | NO <input type="checkbox"/> | YES <input type="checkbox"/> | How much each week? | £ <input type="text"/> |

PART 3 – About where you live

What sort of building do you live in?

| | | | | | |
|-----------------|--------------------------|--------------------------------|--------------------------|-----------|--------------------------|
| House | <input type="checkbox"/> | Room in a shared house or flat | <input type="checkbox"/> | Houseboat | <input type="checkbox"/> |
| Bedsit | <input type="checkbox"/> | Flat or maisonette in block | <input type="checkbox"/> | Hostel | <input type="checkbox"/> |
| Flat in a house | <input type="checkbox"/> | Flat or maisonette over shops | <input type="checkbox"/> | | |
| Other | <input type="checkbox"/> | Please give details | <input type="text"/> | | |

Does this property have central heating? Yes No

Who is responsible for internal decoration? You Your landlord

Does your landlord provide any furniture? Yes No

If 'YES', please confirm how much Very little Some All

How many floors are there in the whole building?

Which floor is the property on?

If the property is just a room, where in the building is it? Front Middle Back

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="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bed sitting rooms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bedrooms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bathrooms or shower rooms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Separate Toilets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kitchens | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other rooms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

You must provide your original tenancy agreement (signed by you and by your landlord) and proof of your rent payments.

If you do not have a tenancy agreement, can we contact your landlord directly?

YES

NO

PART 4 - Sharing information with your landlord

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

We may need to confirm information with your landlord before we can make a decision on your claim, for example, the date your tenancy started. In these circumstances, we can contact your landlord without your permission. Under the Data Protection Act 1998, we need your permission to discuss anything else with your landlord.

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

- you have claimed or renewed your claim for Housing Benefit;
- we have made a decision on your claim for Housing Benefit; or
- 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. If you want to give us permission to discuss your claim with your landlord, please sign below.

I give my local council permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.

| Signature | Date |
|-----------|------|
| | |

Part 5 How we will pay your benefit

Council Tax Reduction

We will pay this into your Council Tax account. We will then send you a revised bill telling you how much you have to pay.

If you pay us rent

We will pay your Housing Benefit into your rent account. You must pay any difference between your full rent and the Housing Benefit we pay you.

If you pay rent to a private landlord or a registered social landlord (such as a housing association or a charity)

We will pay your Housing Benefit into your bank or building society account. Please tell us the details of your bank or building society account below.

You can choose to have your Housing Benefit paid direct to your landlord.

If you want us to pay your Housing Benefit direct to your landlord, please tick this box.

You must tell us the details of your landlord's bank or building society account below.

If you do not have a bank or building society account we will pay you by cheque. Please ring us on 020 8891 1411 to ask us for information about opening a basic bank account.

Account Details for payments into a bank or building society account

We cannot pay Housing Benefit into a post office or giro bank account.

Name of bank or building society

Address

| |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| Postcode |

Whose name is the account in?

Account number

| | | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

Sort code

| | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

Building society roll or reference number

Some building society accounts use a roll or reference number. It can be made up of letters and numbers and you should be able to find it on your passbook. If you are not sure what this number is, please ask the building society.

PART 6 – 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 you 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 if you need this information in Braille, large print, audiotape or in another language.

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

*London Borough of Richmond upon Thames, Benefits Service, PO Box 72385, London, SW18 9PG. DX200027 Twickenham Tel: 020 8891 1411
Minicom: 020-8831-6001 Fax: 020-8891-7933
Website: www.richmond.gov.uk*