

# Change of Address Form

## Housing Benefit



### Revenues and Benefits Service

West Somerset House  
Killick Way  
Williton  
Taunton  
TA4 4QA  
Telephone 01643 703704

### Please read these notes before you fill in the form

This form asks you for information so we can work out your Housing Benefit and Council Tax Rebate now you have changed your address.

Please fill in the form using **black ink**. Do not use a pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

Answer **Yes** or **No** questions by putting a tick ✓ in the relevant box. If you are picking an answer from a list, tick ✓ the box that applies to you. Do not put a cross in any boxes.

**Make sure you read and sign the declaration in Part 6** when you have filled in the form.

We need to see proof of some of the things you tell us about. There is a checklist in **Part 5** of the form to help you. If you are not sure we need to see proof of something, contact us.

**Do not send this form back until you have all the proof you need to go with it.** This helps us provide a better service. You have **one month** from the date of issue to give us the completed form and all the proof we need.

### Part 1. About you and your new home

By *partner* we mean someone you are married to, or live with as if you are married. If your relationship is with someone of the same gender, you must still tick **Yes** ✓ to questions about your partner and provide information, even if your relationship has not been recognised as a Civil Partnership.

**Do you have a partner who normally lives with you?** Yes  No   
**If you have a partner, you must answer all the questions about them**

	You	Your partner
<b>Surname or family name</b>	<input type="text"/>	<input type="text"/>
<b>First name(s)</b>	<input type="text"/>	<input type="text"/>
<b>Title (Mr,Mrs,Ms,other)</b>	<input type="text"/>	<input type="text"/>
<b>Date of birth</b>	<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text" value="/"/> <input type="text" value="/"/>
<b>Your daytime telephone number</b>	<input type="text"/>	<input type="text"/>
<b>Mobile phone number</b>	<input type="text"/>	<input type="text"/>
<b>Email address (if you would like us to contact you by Email)</b>	<input type="text"/>	<input type="text"/>

## Part 1. About you and your new home (continued)

Please tell us the full address of your new home

Postcode

Is the property you have moved to...

Owned or mortgaged?

Tick every box that applies

Rented from a private landlord?

Rented from a Housing Association?

What date did you move to this address?

/ /

Do you want to claim Council Tax Rebate?

Yes

No

Please tell us the full address of your previous home

If you have not yet moved to your new home, tell us your current address.

Postcode

What date did you move out of this address?

If you have not yet moved, tell us the date you will be moving to your new home.

/ /

## Part 2. Paying rent for your new home

Do you pay rent or site fees to a private landlord or a Housing Association?

No

Yes

[Go to Part 3](#)

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

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

Postcode

If your landlord has an *agent*, tell us their name and address. By *agent* we mean the person or organisation you actually pay your rent to.

Postcode

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 the agent's partner?

No

Yes

What is the relationship?

*Related* includes any connection through blood, common law or marriage, even if the relationship has ended. Some examples are ex-husband, ex-wife aunt, brother, daughter, father, grandson, grandmother, son-in-law or stepdaughter.

is my landlord's or agent's

Have you, your partner, or any of your or your partner's children ever had any financial interest in your new home?

No

Yes

Can you afford the rent on your new home?

No

Yes

## Part 2. Paying rent for your new home (continued)

### How much rent do you pay and how often?

For example, every week, every fortnight, every 4 weeks or monthly

£  every

### How do you pay your rent?

For example, by cheque, cash, standing order, direct debit etc.

### Does anyone else share the rent with you and your partner?

Yes

No

If **Yes**, tell us their names and their relationship to you and your partner.

How much of the rent do they pay and how often?

£  every

### Do you have any weeks when you do not have to pay rent?

Yes

No

If **Yes**, how many weeks are there when you do not have to pay rent?

### Do you or your partner own any part of the property?

Yes

No

### Do you pay site rent?

Yes

No

### If you started renting your home before 15 January 1989, has the Rent Officer registered a fair rent for your home?

Yes

No

### Does your home have central heating?

Yes

No

### Does your home have a garden?

Yes

No

### Does your home have a garage?

Yes

No

### Do you use your home for business?

Yes

No

### What sort of accommodation do you live in? Tick one box only

Detached house	<input type="checkbox"/>	Semi-detached house	<input type="checkbox"/>	Terraced house	<input type="checkbox"/>	Hotel	<input type="checkbox"/>
Detached bungalow	<input type="checkbox"/>	Semi-detached bungalow	<input type="checkbox"/>	Maisonette	<input type="checkbox"/>	Hostel	<input type="checkbox"/>
Board and lodgings	<input type="checkbox"/>	Flat over shop	<input type="checkbox"/>	Flat in a house	<input type="checkbox"/>	Flat in a block	<input type="checkbox"/>
Bedsit or rooms or a studio flat	<input type="checkbox"/>	Caravan or mobile home	<input type="checkbox"/>	Residential nursing home	<input type="checkbox"/>	Residential care home	<input type="checkbox"/>

### How many floors are there in the whole building?

### Which floors do you live on? For example, all floors, ground floor, first floor

### How many rooms are there?

In the whole property

For you and your family

Shared with other people

	In the whole property	For you and your family	Shared with other people
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bath or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Part 2. Paying rent for your new home (continued)

### What sort of tenancy do you have?

For example, shorthold or assured, tied or something like this.

### How long is the tenancy for?

 /  /  to  /  / 

### Is your home let as?

Fully furnished  Partly furnished   
 Hardly any furniture  Unfurnished

### Does your rent include money for the following? (If you get a separate bill, it is not included.)

	Included		Amount if known
Water and or sewerage rates	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Heating for you and your family	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Lighting for you and your family	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Hot water for you and your family	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Cooking fuel	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Cleaning for you and your family	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Laundry done by your landlord	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Garden maintenance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Heating, lighting or cleaning of rooms you share with others	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>

### Does your rent include any meals for you and your family?

Yes  No

If Yes, what meals are provided?

Breakfast  All meals  Half-board

### Do you live in supported accommodation?

Yes  No

If Yes, does your rent include...

	Yes	No	Amount if known
General Counselling or support	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
An amount for an alarm system	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Personal care	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Caretaker, warden or estate staff	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Cleaning your room or windows because you are unable to do it yourself	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>

### Are you behind with your rent?

Yes  No

If Yes, by how many weeks?

### Has your rent changed in the last 12 months?

Yes  No

If Yes, we need proof of the date it changed

### When is the next rent increase due?

 /  / 

**We must see proof of your rent and tenancy before we can work out your Housing Benefit. Read the checklist in Part 5 to see what we need.**

### Part 3. How we will pay you and the choices you have

If we award Council Tax Rebate, we will pay it into your Council Tax account.

**If you rent your new home from a private landlord**, we will usually pay your benefit to you and it is then your responsibility to pay your rent to your landlord.

If you are in rent arrears we may make the first payment by cheque and we will send it to you **but it will be payable to your landlord**.

After the first payment we will pay your Housing Benefit into your bank account every fortnight.

Paying your benefit into a bank or building society account by Direct Credit is the easiest and safest way to get your benefit. Please give us your account details below. We cannot pay into a Post Office card account.

Name of bank or building society

Whose name is the account in?

Account number that you want us to pay the money into. (Not a mortgage account)

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Sort code

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You can chose to have your Housing Benefit paid straight to your landlord if:

- You live in supported accommodation provided by a local authority, registered social landlord, charity or voluntary organisation
- You live in a hostel, caravan, houseboat or mobile home
- You rent from a Housing Association

**Do you want us to pay any Housing Benefit you are due to your landlord or their agent?**

If you tick **Yes**✓, give the payment form on page 7 to your landlord or agent.

Send it to us after they have completed it.

No

**Go to Part 4**

Yes

**Go to Part 4**

### Part 4. Any other information

**Has there been any other change in your circumstances that you have not yet told us about since you last claimed?**

No

**Go to Part 5**

Yes

You must tell us if

- any of your children leave school or leave home
- anyone (including you) moves into or out of your home, including lodgers and subtenants
- your income or the income of anyone living with you, including benefits, changes
- your capital or savings change
- you or anyone living with you starts work, becomes a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison, or changes or leaves a job
- your rent changes
- you or your partner are going to be away from home for more than a month
- anything you have told us before changes.

This is not a full list. If you are not sure, telephone us on 01643 703704. If you do not tell us about changes, you may lose money you are entitled to or you may get too much benefit.

If you need to tell us about a change in your circumstances, give us details on a separate sheet of paper and send it with the form. **If you are sending a separate sheet of paper, tick this box.**

## Part 5. Checklist

We will need to see the following proof so we can work out your benefit for your new home. Please **tick** to say what evidence you are sending. We must see **original documents**, not copies. Do not send valuable items through the post. If you can, bring them to our offices. We will take the details we need and give you the documents back straight away. If you cannot get into the office, phone us for more advice.

**If you do not provide all the evidence we need, we may not be able to pay you any benefit.**

**Do not send this form back until you have all the proof you need to go with it.** This helps us provide a better service. You have **one month** from the date of issue to give us the completed form and all the proof we need.

- **Evidence you are living at the address you are claiming for**

Such as a recently paid utility bill or a TV licence.

- **Evidence of private rent and tenancy**

Such as a rent book, receipts, a letter from your landlord or a Rent Payment Certificate (see page 8). **The evidence you send must be signed by your landlord or their agent and show your name, address, amounts paid, dates of payment and any arrears**

We also need to see your tenancy agreement, or a letter from the landlord giving your name and address, services included, rent payable, the date you moved in and notice required.

## Part 6. 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, they must sign the declaration as well. Read this declaration carefully before you sign and date it.**

- **I declare** that the information I have given on this form is correct and complete.
- **I know** the information I give will be used to work out Council Tax Rebate I may be due through Council Tax Reduction under S13a and Schedule 1a of the Local Government Finance Act 1992
- **I understand** that if I give 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 provide to work out Housing Benefit or Council Tax Rebate, or both. You may check the information with other sources as allowed by law.
- **I understand** you may use any information I provide 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 agree to tell** West Somerset Council's Revenues and Benefits Service immediately, in writing, about any change in my circumstances that might affect my claim.
- **I know** that if I do not report any changes that affect my award of Council Tax Rebate or Housing Benefit, or I give incorrect or incomplete information, I must pay any Council Tax that becomes due and pay any resulting Housing Benefit overpayment.

Signature of person claiming

Date

/ /

Partner's signature

Date

/ /

**If someone other than the person claiming has filled in this form, please tell us why you are filling in the form for them.**

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

Name of the person who filled in the form

Signature of person who filled in the form

Date

/ /

## Direct Payment Form – Landlord’s Declaration

I am or I represent the landlord or landlady and I agree to the Council paying Benefit to me.

Tenant’s Name

Tenant’s Address

Postcode

I will tell the Council **immediately** in writing of any of the following changes known to me

- Tenant moves out / moves to another flat or room
- Changes to tenant’s household (people moving in or out)
- Long absences by tenant
- Tenant starts work
- Any changes to the rent or services payable.

**If your tenant is entitled to Housing Benefit, we will pay it to you by Direct Credit**

Please tell us your address

Postcode

Please give us details of your bank account.

Name of bank or building society

Whose name is the account in?

Account number that you want us to pay the money into. (Not a mortgage account)

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- I understand I may have to repay any overpaid Housing Benefit.
- I agree to repay any lawfully recoverable overpayment if asked to do so by the Council.

Authorised signatory

Date

 /  /

## Proof of Rent Payment Certificate

Use this certificate only if you do not have any other proof of your rent payments. Your landlord must complete the section below and **must** give us his/her telephone number and address.

Tenant's Name

Tenant's Address

  

Postcode

Rent payable and frequency of payment

£  every

What does the rent include?

What date has the rent been paid up to?

Amount of any arrears (if any)

£

Date the tenant moved into the property

What notice is required?

Landlord or Agent's Name

Landlord or Agent's Address

  

Postcode

Landlord or Agent's signature

Date

Landlord or Agent's telephone number