



Housing Benefit & Council Tax Reduction Change of Address Form

HBCCREV

Part 1 About you and your household

	You	Your partner
First name	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Full Postal address	<input type="text"/>	<input type="text"/>
	Postcode <input type="text"/>	Postcode <input type="text"/>
Tel. No.	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>
National Insurance Number	<input type="text"/>	<input type="text"/>
Are you:	<ul style="list-style-type: none"> • an owner occupier? <input type="checkbox"/> • a housing association tenant? <input type="checkbox"/> 	<ul style="list-style-type: none"> • a private tenant? <input type="checkbox"/>
When did you move to this address?	<input type="text" value=" / /"/>	
Where have you moved from and were you an owner occupier or a private tenant?	<input type="text"/>	

Please note if you receive income from the Department of Work and Pensions please inform them of your change of address.

Part 2 Household Composition

Please list the names of everyone who lives with you. If no one else is living in the property, write 'none' below.

Name	Relationship to you	Date of birth	Gross income received	Child Benefit paid to you?
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>

Part 3 - Changes to income or capital

Has the income of anyone in your household changed?

No Yes

If Yes, tell us about any changes and the date they changed. We will need to see evidence of these.

	Date of change

Have the savings or investments in your household changed?

No Yes

For example, the sale of a property.

If Yes, tell us about any changes and the date they changed. We will need to see evidence of these.

	Date of change

Do you pay rent?

No Go to **part 6**

Yes Answer the questions in **part 4**

Part 4 About rent and your tenancy

About your tenancy

What sort of tenancy do you have (assured, assured shorthold and so on)?

Does your landlord live at this address?

No Yes

Has The Rent Service set a fair rent for the property?

No Yes

If 'Yes', send us the notice of registration form (RO5).

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

No Yes

Names of the people who share the rent

Your landlord's name and address (By 'landlord' we mean the person or organisation who owns the property you live in.)

Your landlord's telephone number

Your landlord's email address

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

Are you, your partner or your children related to your landlord or agent, or to your landlord's partner or the agent's partner? (Related includes related through marriage, even if the marriage has ended.)

No Yes

What is the relationship?

Have you or your partner ever owned or part-owned this property?

No Yes

Do you live in your property as a condition of your employment?

No Yes

Have you, or anyone in your household, ever been employed by your landlord or agent?

No Yes

If you are under 22, have you had a care order or been in the care of Social Services?

No Yes

About where you live

What sort of building do you live in?

Detached house

Semi-detached house

Terraced house

Detached bungalow

Semi-detached bungalow

Terraced bungalow

Flat in a block

Flat in a house

Flat over a shop

Maisonette

Hotel or hostel

Caravan or mobile home

Bedsit or room

Other Please say what.

Part 4 About rent and your tenancy (continued)

Are you responsible for decorating inside your home? No Yes

Do you use your home for business purposes? No Yes

Do you rent your home:

fully furnished? partly furnished? barely furnished (carpets and curtains only)? unfurnished?

Do you and your household live in only part of the building? No Yes

How many floors are there in the whole building?

Which floor or floors do you live on?

Where in the building is your home? At the front In the middle At the back

Looking at the front of the building, is your home: on the right of the building? on the left of the building?

Fill in the boxes below to tell us how many different rooms there are in the building.

	In the whole building	Just for you and your household	That you share with other people
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have a garden? No Yes

About your rent

How much is the rent for your home? £ every

Do you get any weeks during the year when you don't have to pay rent? No Yes How many?

Has your rent changed in the last 12 months? No Yes Send us proof of the date it changed, and how much by.

When is the next rent increase due? / /

Are you behind with your rent? No Yes By how many weeks?

Do you pay water charges direct to a water authority? No Yes

Who pays the Council Tax for your home? You and your partner Your landlord

Part 4 About rent and your tenancy (continued)

Does your rent include money for any of the following?

Heating	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Lighting	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Hot water	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Fuel for cooking	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Laundry	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Gardening	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Having your room or rooms cleaned	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Other services	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Council Tax	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Water rates	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Garage or parking space	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

How much and how often?

£	every
£	every
£	every
£	every
£	every
£	every
£	every
£	every
£	every
£	every

Do you have a choice to rent it?

No Yes

Does your rent cover any meals?

No Yes Which meals?
 Breakfast Lunch Evening meal

Do you have central heating?

No Yes

We must see original proof of your rent and tenancy before we can decide how much help you can get. This should be your original tenancy agreement or letters from your landlord or agent. We also need to see original proof that you have been paying your rent, such as a rent book or receipts.

Sharing information with your landlord

Allowing us to discuss your claim with your landlord may help us to deal with your claim quickly and reduce the risk of you falling behind with your rent because of your claim being delayed. However, we will not give your landlord any information about your personal, household or financial circumstances.

Can we discuss the progress of your claim with your landlord? No Yes

If you want to allow us to discuss your claim with your landlord you must sign below.

Signature

Date: / /

Part 5 About paying your benefit

Help with your rent if:

- you are a housing association tenant;
- you live in a caravan, houseboat or mobile home;
- your tenancy started before 15 January 1989;
- you were receiving Housing Benefit at this address before 7 April 2008 and there has not been a break in that claim; or
- your rent includes an amount for support services or board and lodging.

If you are entitled to help with your rent you will get Housing Benefit. We can pay this into your or your landlord's bank or building society account.

If this applies to you, how would you like us to pay your Housing Benefit?

Direct to my landlord Fill in their account details below.

To my bank or building society account Fill in your account details below.

Help with your rent if you are a private tenant who is not in any of the categories above

If you are entitled to help with your rent you will get Local Housing Allowance. By law we must pay this to you unless you would not be able to manage your rent payments (for example, because you have a learning disability, have language problems, are ill, are in a lot of debt or are addicted to drugs, alcohol or gambling).

If you think you would not be able to manage your rent payments, please give us your reasons below. (If you need more room use a separate sheet of paper.)

If you can manage your rent payments we will pay your Local Housing Allowance direct to your bank or building society account.

If you do not have a bank or building society account, tick this box. We will send you information about opening a basic account.

If you already have a bank or building society account, give your account details below.

Bank or Building Society account details.

Name of bank or building society

Account number:

Sort code

Roll number

(building society account)

Whose name is the account in?

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 should sign this declaration as well.

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. You may check some of the information with other council departments, rent offices, other councils and government organisations.
- You may use any information I have provided in connection with this and any other claim I have made or may make for state benefits or Discretionary Housing Payments. You may give some information to other government organisations, if the law allows this.
- You may also use any information I have provided to keep my, or my partner's, Council Tax account up to date, and to award or remove any relevant discounts.

I know I must let you know about any change in my circumstances (or the circumstances of anyone in my household) which might affect my claim. I know I must let you know about any change as soon as I know about it.

I declare the information I have given on this form is correct and complete and that I have read and understood the declaration above.

Signature of person claiming:

Date:

Partner's signature:

Date:

Under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, we may have to release the information in this form if we are asked to do so.

However, under the Data Protection Act 1998, your personal information will not be released without your permission, except where the law allows.

By law, we may pass your personal information to other local authorities and government departments and agencies to prevent and detect fraud, corruption, money laundering and other crimes and to manage your affairs.

If this form has been filled in by someone other than the person claiming, please tell us why you are filling in this form for the person claiming and confirm whether you are acting on their behalf during this claim.

Name of the person who filled in this form

Signature of the person

Relationship to the person claiming

Date

Part 7 Returning the form

Once you have filled in this form, return it to us straightaway. **Do not delay returning this form to us as you could lose help if you do delay.** If you have a problem filling in the form, phone us on 0115 981 99 11 and we will be glad to help you. Remember to send us all the proof we have asked. If you cannot send us all the proof we need with the form, return the form anyway and send us the proof as soon as you can. Please let us know if this will take more than four weeks. All proof must be original documents – we cannot accept copies.

You can bring the form to us at:

Rushcliffe Community Contact Centre
Rectory Road
West Bridgford
Nottingham
NG2 6BN.

The Rushcliffe Community Contact Centre is open Monday to Friday 8am - 6pm and Saturday 9am - 1pm.

You can also take this form to one of the following customer contact points at the times specified.

- Cotgrave Police Contact Point, The Precinct, Cotgrave - 9am to 1pm on Wednesdays
- East Leake - Parish Council Office, 45 Main Street, East Leake - 9am to 12.30pm on Tuesdays
- Keyworth - Centenary Lounge, Village Hall, Elm Avenue, Keyworth - 9am to 1pm on Fridays
- Bingham - Bingham Medical Centre, Newgate St. Weekdays 9am to 5pm except Wed 9am to 1pm

If you are sending important documents with your claim, you should take the form to one of our offices. Don't send valuable documents in the post. If you cannot get to one of our offices, phone us for advice.

If you need help or advice about Housing Benefit, Local Housing Allowance or Council Tax Reduction, please phone us on 0115 981 9911. We may also be able to help you with other state benefits and council services. The lines are open between 8am and 6pm Monday to Friday.

Part 8 Changes you must tell us about

You must tell us straight away if your circumstances change. You can do this by phone (0115 981 9911 option 1), by e-mail (revenues@rushcliffe.gov.uk) or by visiting our website (www.rushcliffe.gov.uk). You will need to write to Revenues Services to confirm that your circumstances have changed and provide proof of what the change is. You can also call in to one of our offices to tell us about a change. You must do this within one month of the date of the change or you may lose out. If you are late telling us about a change in your circumstances you should tell us the reason for being late. A change on circumstances could be things like the following.

- If you or your partner start or stop getting Income Support or any other state benefit
- If you or your partner start or stop getting Working Tax Credit and or Child Tax Credit or the amount changes
- If your or your partner's wages change
- If the number of people living with you changes
- If any children leave school
- If you move, including moving flats or rooms in the same building
- If you have another child.

This list gives examples. There are also other things that you need to tell us about.

If you receive Pension Credit, you must tell The Pension Service about certain changes, including:

- a change in income;
- if you have a new partner;
- if you become single; or
- if you move into permanent residential care.