

# A claim form for Housing Benefit and Council Tax Benefit for pensioners

For office use only

Date received at:

DWP office date stamp

Initials

Local authority office date stamp

Initials

If you are just claiming Second Adult Rebate, only fill in Part 1, Part 3 and Part 17 of this form.

Are you (please tick one box):

a council tenant?

an owner-occupier?

a private tenant?

a housing association or social landlord tenant?

## Part 1 About you and your partner

Do you have a partner who normally lives with you?

No

By *partner* we mean someone of the opposite sex you are married to or live with as if you were married.

Yes

If you have a partner, you must answer all the questions about them, as well as yourself.

|  | You  | Your partner   |
|--|--|--|
| <b>Surname or family name</b>  | <input type="text"/>   | <input type="text"/>   |
| <b>Other names</b>   | <input type="text"/>   | <input type="text"/>   |
| <b>Any other names you have used</b>   | <input type="text"/>   | <input type="text"/>   |
| <b>Title</b> (Mr, Mrs, Ms, other)  | <input type="text"/>   | <input type="text"/>   |
| <b>Address, including room number if you have one</b><br>Do not tell us your partner's address if it is the same as yours. | <input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/>                                   | <input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/>                                   |
|  | Postcode   | Postcode   |
| <b>What date did you move to this address?</b>   | <input type="text"/> / <input type="text"/> / <input type="text"/>   | <input type="text"/> / <input type="text"/> / <input type="text"/>   |
| <b>Your daytime phone number</b>   | Code <input type="text"/> Number <input type="text"/>  | Code <input type="text"/> Number <input type="text"/>  |
| <b>What is this number?</b><br>Please tick.  | Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/> | Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/> |
| <b>Date of birth</b>   | <input type="text"/> / <input type="text"/> / <input type="text"/>   | <input type="text"/> / <input type="text"/> / <input type="text"/>   |

**National Insurance (NI) number**

You can find this on payslips or letters from social security or the tax office. We cannot normally decide your claim if we do not have your NI number. We need to see proof of this.

**Have you or your partner claimed Housing Benefit or Council Tax Benefit before?**

When did you last claim?

Which council did you claim from?

What name did you use for the claim?

What address did you claim for?

**If you have moved from this address, have you told the council you claimed from?**

**If you or your partner have moved home in the last 12 months, tell us your last address if it is different from above.**

Tell us whether you were the homeowner, a private tenant, a council tenant or a lodger at this address.

**You**

Letters Numbers Letter

If you do not have an NI number, or cannot find it, tick this box.

No

Yes  Please tell us about it below.

/  /

Postcode

No

Yes

Postcode

**Your partner**

Letters Numbers Letter

If your partner does not have an NI number, or cannot find it, tick this box.

No

Yes  Please tell us about it below.

/  /

Postcode

No

Yes

Postcode

**We need to see proof of your identity and NI number. See the checklist at Part 15.**

Have you or your partner come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last two years?

**You**

No   
 Yes  We will write to you about this.

**Your partner**

No   
 Yes  We will write to you about this.

What is your nationality?



If your nationality is not British, on what date did you last enter and apply to stay in the UK?

 /  / 
 /  / 

The UK is England, Northern Ireland, Scotland and Wales.

Are you or your partner in hospital at the moment?

No   
 Yes  Please tell us about it below.

No   
 Yes  Please tell us about it below.

When did you go in?

 /  / 
 /  / 

When will you come out, if you know this?

 /  / 
 /  / 

Do you or your partner get Disability Living Allowance?

No   
 Yes  How much?

No   
 Yes  How much?

Care

 £

 £

Mobility

 £

 £

Do you or your partner get Attendance Allowance?

No   
 Yes  We will write to you about this.

No   
 Yes  We will write to you about this.

Does anyone get Carer's Allowance for looking after you or your partner?

No   
 Yes  We will write to you about this.

No   
 Yes  We will write to you about this.

Have you or your partner been told that you are entitled to Carer's Allowance, even if you do not receive it, because you are getting another benefit instead?

No   
 Yes  We will write to you about this.

No   
 Yes  We will write to you about this.

Do you have any children you want to claim for?

No

Yes  How many?

We will write to you about this.

Do you or your partner pay towards the upkeep of a student?

No

Yes  How much do you pay and how often?

£  every

Your partner

No

Yes  How much do they pay and how often?

£  every

Are you or your partner a student?

By *student* we mean anyone who is attending a course of study at an educational establishment, including student nurses.

No

Yes  Tell us if this is full or part time.

Full time  Part time

No

Yes  Tell us if this is full or part time.

Full time  Part time

How much of your income is taken into account when working out your grant?

£  a year

£  a year

Please tick if you or your partner are:

- in legal custody
- severely mentally impaired
- registered blind
- long-term sick or disabled

Do you or your partner have a vehicle from a Mobility scheme?

No

Yes

No

Yes

We will contact you if we need any more information.

Are you or your partner getting or waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance or Pension Credit?

- No  Go to Part 5.
- Yes  Answer both the questions in this part.

Are you or your partner actually getting Income Support, income-based Jobseeker's Allowance or Pension Credit at the moment?

**You**

- No
- Yes  When did you start getting it?  
 /  /

**Your partner**

- No
- Yes  When did they start getting it?  
 /  /

Are you or your partner still waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance or Pension Credit?

- No
- Yes  When did you claim?  
 /  /

- No
- Yes  When did they claim?  
 /  /

Which benefit are you getting or waiting to hear about?

- Income Support
- income-based Jobseeker's Allowance
- Pension Credit

Which benefit are they getting or waiting to hear about?

- Income Support
- income-based Jobseeker's Allowance
- Pension Credit

**We must see evidence of your benefits, allowances or pension before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as evidence.**

**Are you or your partner getting any benefits or waiting to hear about benefits you have claimed?**

No  Go to Part 6.

Yes  Tell us about the benefits on the next page. Tell us the full rate of the benefits before any deductions.

Read the list of benefits below and tell us about any you or your partner are getting now or have claimed.

- Child Benefit
- Child Tax Credit
- Fostering Allowance
- Contribution-based Jobseeker's Allowance
- Maternity Allowance
- Working Tax Credit
- Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Carer's Allowance
- Severe Disablement Allowance
- Statutory Sick Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Adoption Pay
- Bereavement Allowance
- Guardian's Allowance
- Pension Credit (including Savings Credit)
- State Retirement Pension
- War Disablement Benefit
- War Pension or War Widow's Pension
- Widow's or Widower's Benefit

If you are getting or have claimed any benefit that is not listed, tell us about it on a separate sheet of paper and send it with the form.

If you are sending a separate sheet of paper, tick this box.

|   | You   | Your partner  |
|---|---|---|
| <b>The name of the benefit or pension</b> | <input style="width: 95%;" type="text"/>  | <input style="width: 95%;" type="text"/>  |
| Waiting to hear                           | <input type="checkbox"/>  | <input type="checkbox"/>  |
| Getting now                               | <input type="checkbox"/> How much, how often and by what method?<br><div style="border: 1px solid #0056b3; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>£</span> <span>every</span> <span>by</span> </div> | <input type="checkbox"/> How much, how often and by what method?<br><div style="border: 1px solid #0056b3; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>£</span> <span>every</span> <span>by</span> </div> |
| <b>The name of the benefit or pension</b> | <input style="width: 95%;" type="text"/>  | <input style="width: 95%;" type="text"/>  |
| Waiting to hear                           | <input type="checkbox"/>  | <input type="checkbox"/>  |
| Getting now                               | <input type="checkbox"/> How much, how often and by what method?<br><div style="border: 1px solid #0056b3; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>£</span> <span>every</span> <span>by</span> </div> | <input type="checkbox"/> How much, how often and by what method?<br><div style="border: 1px solid #0056b3; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>£</span> <span>every</span> <span>by</span> </div> |
| <b>The name of the benefit or pension</b> | <input style="width: 95%;" type="text"/>  | <input style="width: 95%;" type="text"/>  |
| Waiting to hear                           | <input type="checkbox"/>  | <input type="checkbox"/>  |
| Getting now                               | <input type="checkbox"/> How much, how often and by what method?<br><div style="border: 1px solid #0056b3; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>£</span> <span>every</span> <span>by</span> </div> | <input type="checkbox"/> How much, how often and by what method?<br><div style="border: 1px solid #0056b3; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>£</span> <span>every</span> <span>by</span> </div> |

Are you or your partner self-employed?

No

Yes  We will write to you about this if we need to.

Are you or your partner working for an employer or doing any other type of work?

No

Yes  We will write to you about this if we need to.

Do you or your partner have any money coming in (or expect to have some money coming in) that you have not already told us about on this form?

No  Go to Part 7.

Yes  Answer the questions on this page.  
You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the MacFarlane Trust.

This includes occupational pensions, work pensions and private pensions, money from a trust fund, training allowances, a student grant or loan, and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants.

|  | Other money 1 | Other money 2 | Other money 3 |
|--|---------------|---------------|---------------|
| What is the money for?                   |               |               |               |
| Who gets it?                             |               |               |               |
| How much do they get?                    | £             | £             | £             |
| How often?                               | Every         | Every         | Every         |
| How is this paid?                        |               |               |               |
| When did they start getting this income? | / /           | / /           | / /           |
| When is the income likely to go up?      | / /           | / /           | / /           |

**Other money 1**

**Other money 2**

**Other money 3**

Does anyone owe money to you, your partner?

No

Yes  Tell us about it below.

No

Yes  Tell us about it below.

No

Yes  Tell us about it below.

What for?




How much?

£

£

£

Who is it owed to?




**Are you expecting to get any money in the next 12 months?**

For example, a redundancy payment or a payment instead of notice or holiday.

No

Yes  Tell us about it below.

No

Yes  Tell us about it below.

No

Yes  Tell us about it below.

What for?




How much?

£

£

£

**We must see evidence of any money coming in before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as evidence.**



**Do you own your home or have a mortgage?**

No  Go to the next question.

Yes  Go to **Part 9**.

**Are you a council tenant?**

No  Answer the questions below.

Yes  Go to **Part 8**.

**What sort of building do you live in?**

Tick one box only.

Detached house

Flat in a house

Caravan, mobile home or houseboat

Semi-detached house

Flat in a block

Board and lodgings

Terraced house

Flat over a shop

Hotel

Maisonette

Bedsit or rooms or a studio flat

Residential nursing home

Detached bungalow

Hostel

Residential care home

Semi-detached bungalow

Other – give details  \_\_\_\_\_

**Does your home have central heating?**

No

Yes

**Does your home have a garden?**

No

Yes

**Does your home have a garage?**

No

Yes

**Does your home have a parking space?**

No

Yes

**How many floors are there?**

**Do you and your household occupy only part of the building you have ticked?**

No

Yes  Where in the building do you live?

At the front  In the middle  At the back

**Which floors do you live on?**  
For example, ground floor, first floor.

**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




Bedsitting rooms




Bedrooms




Bathrooms or shower rooms




Toilets




Kitchens




Other rooms




**Do you use your home for business?**

No

Yes

**Do you have a main home somewhere else?**  
If your main home is somewhere else in the UK or abroad, tick **Yes**, even if you do not pay rent for it.

No

Yes  Tell us about it below.

What is the address?

|          |
|----------|
|          |
|          |
|          |
| Postcode |

Do you pay rent on this home?

No

Yes  How much? £

**Do any adults usually live with you and your partner?**

No

Yes  How many?  We will write to you about this.

**Do you pay rent for your home?**

Tick Yes if you would pay rent but you already get Housing Benefit.

No  Go to **Part 9**.

Yes  Answer the next question.

**Do you pay rent to the council?**

No  Answer the questions below.

Yes  Go to **Part 9**.

**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.

|          |
|----------|
|          |
|          |
|          |
| Postcode |

**If your landlord has an agent, tell us their full 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?**

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

No

Yes  What is the relationship?

is my landlord’s or agent’s

**When did you start renting your home?**

**When did you move to this address?**

If you have not moved in yet, tell us when you expect to move in, then tell us when you have actually moved in.

**What sort of tenancy do you have?**

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

**How long is the tenancy for?**

to

**What is the property let as?**

Tick the box that applies.

Furnished

Partly furnished

Hardly any furniture

Unfurnished

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

For example, every week, every fortnight, every four weeks or monthly.

£  every

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

No

Yes  Tell us the details below.

Tell us their names and their relationship to you and your partner.

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

For example, every week, every fortnight, every four weeks or monthly.

£  every

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

No

Yes  Send us proof of the date it changed and how much it changed.

**When is the next rent increase due?**

/  /

**We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as proof.**

**Has your rent been registered as a fair rent by a rent officer?**

No

Yes  Please send us the notice of registration form RO5.

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

No

Yes  How many in a year?

**Are you behind with your rent?**

No

Yes  By how many weeks?

**Who has to pay the Council Tax bill for your home?**

Tick the box that applies.

- You or your partner
- Your landlord
- Someone else  Tell us who it is.

**What is the Council Tax reference number?**

**Does your rent include money for the following?**

Meals

No

Yes  How much?

 every 

For which meals?  
Please tick.

Breakfast

Lunch

Evening meal

Water authority charges

No

Yes  How much?

 every 

Heating

No

Yes  How much?

 every 

Lighting

No

Yes  How much?

 every 

Hot water

No

Yes  How much?

 every 

Fuel for cooking

No

Yes  How much?

 every 

Laundry

No

Yes  How much?

 every 

Cleaning rooms or windows

No

Yes  How much?

 every

Gardening No   
 Yes  How much? £  every

Garage or parking space No   
 Yes  How much? £  every   
 Do you have to rent the garage as part of your tenancy agreement? No   
Yes

Personal care and support No   
 Yes  How much? £  every

Do you pay any service charges separate from your rent, for example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance? No   
 Yes  How much? £  every   
 What for?

Are you living away from home at the moment? No   
 Yes  Tell us about it below.

Why are you not living at home?

When did you last live at home?  /  /

When do you expect to go back home?  /  /

What is the address of where you are living at the moment?  
  
  
  
 Postcode

Have you sublet your home? No   
 Yes  Who lives there now?

**We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as evidence.**

We need to know if you or your partner have any bank accounts, savings, investments or property in the UK or abroad.

This includes cash, current accounts and savings accounts with a bank or building society, Post Office® accounts, Premium bonds, National Savings Certificates, and stocks and shares.

Do you, your partner have any of the following?

Money in bank accounts

No

Yes

How many accounts?

Total amount

£

Money in building society accounts

No

Yes

How many accounts?

Total amount

£

Money in Post Office® accounts

No

Yes

How many accounts?

Total amount

£

Premium bonds

No

Yes

How many bonds?

Total amount

£

Unit trusts, ISAs, PEPs, TESSAs or other investments

No

Yes

How many?

Total amount

£

Income bonds or capital bonds

No

Yes

How many bonds?

Total amount

£

Money or property held in trust

No

Yes

How many?

Total amount

£

Any other savings or investments

No

Yes

How many?

Total amount

£

Type of other savings or investment

Shares – approximate value

£

Name of the company the shares are held in

Number of shares held

Shares – approximate value

£



Shares – approximate value

£



We must see evidence of any savings, investments or property before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as evidence.

Do you, your partner have any National Savings Certificates?

No

Yes  Please send us the **original** certificates as proof. We will return the certificates to you.

Do any of your savings or investments include:  
 • money from the sale of a house, or  
 • money from a charity?

No

Yes  We will write to you about it.

Apart from your home, do you or your partner own any other property or land in this country or abroad?

No

Yes  We will write to you about it.

If it is on a mortgage or a loan, still tick Yes.

Have you or your partner received:

- a Far Eastern Prisoner of War Compensation payment, or
- a compensation payment made to victims of atrocities that happened during the Second World War?

No

Yes  What payment did you receive? Who received the payment?

A Far Eastern Prisoner of War Compensation payment  You  Your partner

A compensation payment made to victims of atrocities that happened during the Second World War  You  Your partner

We need to know this to make sure we do not count it as part of your savings.

Have you or your partner received a payment from the vCJD (Creutzfeldt-Jakob Disease) Trust?

No

Yes  We will write to you about it.



- If you are a council tenant, your council will pay any Housing Benefit you are awarded into your rent account.
- If you are **not** a council tenant and are awarded Housing Benefit, in most cases you can choose where to have your money paid. Your council can arrange to pay your money:
  - straight into a bank, building society, GIRO account or National Savings Bank account
  - by cheque, or
  - direct to your landlord.
- If you are awarded Council Tax Benefit, your council will pay this into your Council Tax account.

## Payment direct into an account

We recommend that you get your money in this way because:

- it is safe and secure
- it is convenient – you decide when and how much you want to withdraw
- using an account may help you to save
- from some accounts you could have regular bills paid (this could save you money but you will need to make sure that there is enough money in your account to pay the bills – if not, you may be charged a fee), and
- you can get your money from many different places.

The account can be:

- in your name
- in the name of your partner  
(we use *partner* to mean a person you are married to or a person you live with as if you are married to them)
- in both the names of yourself and your partner
- in the name of the person acting on your behalf, or
- in both the names of yourself and the person acting on your behalf.

If we cannot pay you direct, we will pay you by cheque.

You must tick **Yes** to one of these questions.

Would you like your Housing Benefit paid straight into an account?

- No  Go to the next question.  
 Yes  Go to **page 27**.

Would you like to be paid by cheque?

- No  Go to the next question.  
 Yes

Would you like your Housing Benefit to be paid direct to your landlord?

If you ticked **Yes**, do not forget to fill in the authorisation sheet at the end of this claim form. Then tear it off and give it to your landlord to sign.

- No   
 Yes  Go to **Part 14**.



**Please use this space to tell us anything else you think we should know about.**  
Use a separate sheet of paper and attach it to this form if you need to.

**If you are sending any separate sheets of paper with this form, tell us how many.**

I am enclosing a filled-in *Paying benefit to your landlord* form.

I will send you a filled-in *Paying benefit to your landlord* form later.

Please tick to say what evidence you are sending with this form. We must see **original documents**, not copies.

Please do not send valuable items through the post. If you can, bring them into our reception. 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 might not be able to pay you any benefit. We need the same evidence for your partner, if you have one.**

If you cannot send the evidence we need at the moment, send the form back to us now and send the evidence later. We can start to process your claim, **but we will not be able to pay you any benefit until we have all the evidence.**

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• **Evidence of identity**

Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill. We may need to see several of these documents for each person.

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• **Evidence of your address**

Such as a recent gas or electricity bill or a TV licence.

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• **Evidence of National Insurance number**

Such as a National Insurance number card, payslips or letters from social security or the tax office.

• **Evidence of capital, savings and investments**

Such as all your bank, building society or post office books, full bank statements, or certificates for premium bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see evidence of any interest or dividends you get on investments and savings. The evidence you send must show details for at least the last three months.

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• **Evidence of other income**

Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see evidence of any money people pay you for board and lodgings.

---

• **Evidence of benefits, allowances or pensions**

Such as current award notices or letters from social security confirming how much you get. If you do not have evidence, let us know straight away. Please do not send order books through the post.

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• **Evidence of private rent and tenancy**

Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord.

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• **Evidence of other money paid out**

Such as letters about student grants or maintenance, agreements or receipts from registered child carers.

**Make sure you read and sign the declaration on page 21.**

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim earlier.

Date you want to claim benefit from

For this earlier period, were your circumstances the same as on this form?

No

Yes

Tell us why you have not claimed before.

## Part 14 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, getting them to sign this form should allow us to process your claim more quickly, but they do not have to sign.

Please 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 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 have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources as allowed by the law.

- I understand that 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 that I must let you know in writing about any change in my circumstances which might affect my claim.

Signature of person claiming

Partner's signature

Date

Date

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.

I declare that 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 the form

Signature

Relationship to the person claiming

Date

## Part 15 What to do next

You should now have:

- filled in the claim form for Housing Benefit and Council Tax Benefit
- collected any evidence to support your claim – but remember not to send valuable items, and
- filled in the *Paying benefit to your landlord* form – if you want any benefit you may be entitled to paid to your landlord.

Send the above documents to us. You can find our address in the phone book under **Council**.

If you are going to send evidence or a filled-in *Paying benefit to your landlord* form at a later date, send these to us. You can find our address in the phone book under **Council**.

## Sharing information with your landlord

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

We may need to confirm information with your landlord before we can make a decision on your claim, for example, the start date of your tenancy. 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.

If you give us permission by signing this form, we will only share information with your landlord if you have agreed that your Housing Benefit can be paid direct to your landlord.

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

- you have claimed or renewed your claim for Housing Benefit, or
- we have made a decision on your claim, 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

Address

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

Full name  
(in CAPITAL  
LETTERS)

Postcode

Date

If you want us to pay your benefit straight to your landlord, you must sign this declaration.

**Your declaration**

Please pay my Housing Benefit straight to my landlord.

- **I understand** that I must always tell you about any change in my circumstances.
- **I understand** that if I do not tell you about any change of circumstances and you pay me too much benefit because of this, I may have to pay back the extra benefit.
- **I understand** that I may be prosecuted if I do not tell you about any change of circumstances.

Signature

Date

Full name  
(in CAPITAL LETTERS)

**Your landlord's declaration**

I agree to accept Housing Benefit payments for the tenant named in this form.

**I understand that by law:**

- I must tell you straight away if I find out about any change in the tenant's circumstances
- you can stop paying benefit to me if I do not tell you about any change of circumstances
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to, and
- if you pay me too much Housing Benefit for any tenant, I may have to repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

Signature

Date

