

SUPPLEMENTARY CLAIM FORM FOR HOUSING BENEFIT – RENTING FROM A PRIVATE LANDLORD (NON LHA)



Name and Address

Claim No: _____

Council Tax Account No: _____

Rent Account Reference No: _____

Tenure Type: _____

You must complete this supplementary form in addition to the main Housing Benefit and Council Tax Reduction application form if your tenancy is not covered under Local Housing Allowance rules, such as a Housing Association and certain other tenancies.

All evidence of rent as detailed in this form must be supplied.

All documents supplied, as evidence must be originals - these should be handed in at your local Benefit Enquiry Office as detailed on Page 6.

DO NOT DELAY

If you do not have all the information needed to complete this form do not delay in returning the main Housing Benefit and Council Tax Reduction form.

This should be handed in at your local Benefit Enquiry Office as soon as possible to avoid any loss of benefit/reduction.

PLEASE ASK FOR HELP IF YOU NEED IT

Advice and help in completing this form is available at your local Benefit Enquiry Office.

Further information can be obtained from our website www.angus.gov.uk by using the A-Z service list on the homepage and by selecting the letter B and accessing 'Benefits/Reduction – Applying for'.

The content of this publication, or sections of it, can be made available in alternative formats or translated into other languages. Please contact the Council's ACCESSLine on 08452 777 778 for further information or email accessline@angus.gov.uk

FOR OFFICE USE

First Contact Date:			
Date Issued:		Issued By:	
Date Received:		Received By:	

HOUSING BENEFIT & COUNCIL TAX REDUCTION

SECTION 1 - ABOUT YOURSELF

Title Last Name Other Names

Address

Post Code

SECTION 2 – RENT & TENANCY INFORMATION

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 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

Does your landlord live with you

No Yes

What sort of tenancy do you have?
For example, shorthold, assured tied rent or something like this

Do you have a shared ownership lease?

No Yes

How long is the tenancy for?

/ / to / /

What is the property let as?

Fully Furnished
Partly Furnished
Minimally Furnished
Unfurnished

How much rent do you pay and how often?
For example, every week, every fortnight, every four weeks, monthly

£ every

Has your rent changed in the last 12 months?

No Yes Send us evidence of the date it changed and the amount

SECTION 2 – RENT & TENANCY INFORMATION CONTINUED

When is the next rent increase due?

 / /

Has there been a bereavement in your household within the last 12 months?

No

Yes

We will contact you about this

Has your rent been registered as a fair rent by the 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 below who it is

What is the Council Tax account number?

Does your rent include money for meals?

No

Yes

How much?

£ every

For which meals?

Please tick

Breakfast

Lunch

Evening Meal

Who receives these meals?

Does your rent include money for any of the following?

Water 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

SECTION 2 – RENT & TENANCY INFORMATION CONTINUED

Laundry	No	<input type="checkbox"/>		
	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/> every <input type="text"/>
Cleaning rooms or windows	No	<input type="checkbox"/>		
	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/> every <input type="text"/>
Gardening	No	<input type="checkbox"/>		
	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/> every <input type="text"/>
Garage or parking space	No	<input type="checkbox"/>		
	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/> every <input type="text"/>
Personal care and support	No	<input type="checkbox"/>		
	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/> every <input type="text"/>
Do you pay any service charges in addition to your rent, for example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, or lift maintenance?	No	<input type="checkbox"/>		
	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/> every <input type="text"/>
			What for?	<input type="text"/>

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

Detached house	<input type="checkbox"/>	Flat in a house	<input type="checkbox"/>	Caravan, mobile home or houseboat	<input type="checkbox"/>
Semi detached house	<input type="checkbox"/>	Flat in a block	<input type="checkbox"/>		
Terraced house	<input type="checkbox"/>	Flat over a shop	<input type="checkbox"/>	Residential nursing home	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>	Hostel	<input type="checkbox"/>	Residential care home	<input type="checkbox"/>
Detached bungalow	<input type="checkbox"/>	Hotel	<input type="checkbox"/>	Board and lodgings	<input type="checkbox"/>
Semi detached bungalow	<input type="checkbox"/>	Independent hospital	<input type="checkbox"/>		
Other – give details	<input type="checkbox"/>				
	<input type="text"/>				

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

SECTION 2 – RENT & TENANCY INFORMATION CONTINUED

Do you occupy a room or a
bedsit? **No**
Yes

Please give a room number

**Is there more than one floor in
the building?** **No**
Yes

How many floors are there?

Which floor do you live on
eg ground 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	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Separate Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Is your landlord responsible for decorating the
inside of your home** **No**
Yes

Are there carpets in the property? **No**
Yes

Is your home double-glazed? **No**
Yes

Does your home have a garden? **No**
Yes

Does your home have central heating? **No**
Yes

Does your home have a garage? **No**
Yes

Are there white goods in the property?
For example fridge, cooker etc **No**
Yes

Does your home have a parking
space? **No**
Yes

How we collect and use information

The information collected, on this form and from supporting evidence, will be used by Angus Council to process your Housing Benefit, Council Tax Reduction, Council Tax Discount, Free School Meals and School Clothing Grants claims. The information may be passed to the Department for Work and Pensions and HM Revenue and Customs as permitted by law and the Council's Education Department.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government Departments and Local Authorities.

In this regard, information received in connection with your Housing Benefit and Council Tax Reduction may be provided to a Credit Reference Agency and Housing Benefit fraud investigations may include checks on undeclared cohabitants.

We will not disclose information about you to anyone outside Angus Council nor use information about you for other purposes unless the law permits us to.

Angus Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, you should contact the Head of Law and Administration on 01307 461460 or e-mail LAWADMIN@angus.gov.uk

Now please read and sign the declaration on Page 7 and return this form to your Local Benefit Enquiry Office.

If you have any query regarding the form please contact your Local Benefit Enquiry Office (see below)

Address			Telephone No	Opening Times
ARBROATH	The Old Parish Church, Kirk Square	DD11 1DX	(01241) 435229	09.00 – 16.45
FORFAR	Municipal Buildings, Castle Street	DD8 3AF	(01307) 473300	09.00 – 12.30 13.30 – 16.45
MONIFIETH	Invertay House, Maule Street	DD5 4JG	(01382) 536500	09.00 – 16.45
MONTROSE	Town House, High Street	DD10 8QW	(01674) 664122	09.00 – 12.30 13.30 – 16.45

If you reside in one of the following areas please visit the alternative location noted below:

For Brechin residents please visit the Montrose Access Office.

For Carnoustie residents please visit Invertay House, Monifieth or the Arbroath Access Office.

For Kirriemuir residents please visit the Forfar Access Office.

Should you be unable to visit this office please contact freephone 0800 252056 (there may be a charge when phoning from a mobile phone).

Please note that due to staff training the following offices will not open until 10.00am on the days indicated.

Wednesday Forfar, and Montrose
Thursday Arbroath

SECTION 3 – PAYMENT OF HOUSING BENEFIT

Would you like your Housing Benefit to be paid to your landlord or landlord’s agent? No Yes

If you have ticked Yes please fill in your name and address on the Landlord Declaration Mandate on Page 9. Then tear it off and give it to your landlord to sign.

Note: payment to your landlord will be made every 4 weeks in arrears.

If you have ticked No how often do you wish to be paid?

Every 4 weeks in arrears

Every 2 weeks in arrears

Please fill in the mandate below

What name or names is the account for

Please tick one box only to say what type of account you want your money paid into. Then fill in the details of the account.

Bank or building society cheque account or bank deposit account Not a mortgage account

Name of bank or building society

Sort code

Account number

Type of account – for example, a deposit or current

Building society savings account - not a cheque or mortgage account

Name of bank or building society

Account number

Roll number

GIRO account

Account number

National Savings Bank investment account - not an ordinary account

Account number

If you do not already have a bank account you should consider setting one up. You can get advice about opening and running a bank account from any bank or building society. Alternatively we can provide you with information on how to set up a basic bank account. If you would like us to send you this information – please telephone Freephone 0800 252056 (there may be a charge when phoning from a mobile phone) or contact your local Benefit Enquiry Office for advice.

Please also read “Giving Information to your Landlord” in the main application form.

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.
- 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 within the Council, Rent Offices and other Councils.
- You may use 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 government organisations if law allows this.

I know I must let the Council know about changes 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

Forms filled in by someone other than the person claiming

Please tell us why you are filling in this form for someone else.

Name of the person who filled in the form

Signature of the person

Relationship to the person claiming

Remember that if you do not provide all of the evidence we have asked for on this form we may not be able to award you any benefit/reduction.

Tenant/Applicant Name: _____

Address: _____

I agree to accept any Housing Benefit due to the above named tenant, directly from Angus Council and understand that:-

I must tell the Local Benefit Enquiry Office of any change in circumstances. Examples of changes could be as follows (the following list is not exhaustive).

- the tenancy ending
- your tenant changing their address
- any change in those named as sole or joint tenants within the Tenancy Agreement
- any change in the household composition
- changes in rental or service charges
- any changes in the room or rooms occupied under the Tenancy Agreement
- any known changes in the circumstances of the tenant (ie them commencing work)

I understand that I may be required to repay any overpaid Housing Benefit which has been paid to me and to which the tenant is no longer entitled.

Please note that Housing Benefit legislation provides that where an overpayment of Housing Benefit is recoverable from a landlord/agent, recovery may be made by deductions from the on-going Housing Benefit payable to the landlord/agent to discharge (in whole or in part) an obligation owed to him by a claimant (or claimants). In a case where that claimant (or claimants) is not the person on whose behalf the recoverable amount was paid, that obligation shall nonetheless be taken to be discharged by the amount so recovered. This means that any tenant whose Housing Benefit has been used towards recovery of the overpayment must be treated as having paid rent to the value of the recovered amount.

Please provide details of the bank/building society account you wish Housing Benefit to be paid to. Payment will be made 4 weekly in arrears.

What name or names is the account in?

Please tick one box only to say what type of account you want your money paid into. Then fill in the details of the account.

Bank or building society cheque account or bank deposit account – not a mortgage account

Name of bank or Building Society

Sort Code

Account Number

Type of account - for example, a deposit or current account

Building Society Savings Account – not a cheque or mortgage account

Name of Building Society

Account Number

Roll Number

Giro Account

Account Number

National Savings Bank investment account – not an ordinary account

Account Number

Landlord's/Agent's Signature: _____ Date: _____
(Please delete as appropriate)

Landlord's/Agent's Name: _____
(Please delete as appropriate)

Address _____

The information you have provided on this form will be used by Angus Council (the "data controller" for the purposes of the Data Protection Act 1998) in order to process the payment of Housing Benefit. The information will be held securely by the council and will be treated as confidential except where the law requires it to be disclosed.

Please return the completed form to one of the addresses below - direct payments will not commence until the completed Mandate is received and processed.

The Anti-Social Behaviour (Scotland) Act 2004 requires private landlords to be registered with Angus Council. If you fail to register, the council can apply to the Sheriff Court for a rent order preventing rent being paid for your property. This will mean that your tenant will cease to have a liability to pay rent and no Housing Benefit can be paid to either you or your tenant. To make an application for registration please contact the Private Landlord Registration Officer on 01575 476073.

If you have any query regarding the form please contact your Local Benefit Enquiry Office (see below)

Address	Telephone No
ARBROATH The Old Parish Church, Kirk Square DD11 1DX (01241) 435229	
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