

Claim Reference
Number

National Insurance
Number

Telephone: 0115 718 4444
Email: benefits.housing@nottinghamcity.gov.uk

Nottingham City Council
Admail 4270
Nottingham
NG1 9YZ

Housing Benefit and Council Tax Reduction Change of Address Form

This is a form to be used by an existing Housing Benefit and/or Council Tax reduction claimant to provide information and evidence following a change of address within Nottingham City Council's area.

DO NOT DELAY IN RETURNING THIS FORM OR YOU COULD LOSE BENEFITS

What type of Property do you live in? (Please tick one box only)

Council property - Owned by Nottingham City Homes

Please complete sections 1, 2, 3, 4 & 6

Private property - Pay rent to private landlord

Please complete all sections

Housing Association - Pay rent to a housing association

Please complete all sections

Owner occupier - Own your own property

Please complete sections 1, 2, 3, 4 & 6

Shared ownership - Part owner / part rent

Please complete all sections

Other -

How many bedrooms are there in this property?

1

Claimant's Name and Address

Your Full Name

Your New Address

Postcode

Claim Reference Number		National Insurance Number	
------------------------	--	---------------------------	--

Your Old address			Postcode	
Your Date of Birth		Your National Insurance number		
Partners Name (Where appropriate)				
Partners Date of Birth		Partners National Insurance number		
Your daytime Tel. number		Your Mobile number		
Your email address				

2 Date of move

Have you moved to your new address yet? Please answer one of the following:

Yes I moved into my new address on

/	/
---	---

No I am due to move in on

/	/
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If you answered No, it is important that after you have actually moved in, you write and tell us. We need confirmation of the actual date you moved in – **Please DO NOT delay sending this information as your Benefit claim cannot be considered without this.**

3 Your Household

Please provide details of the people who live with you at your new address

Name	Date of Birth	Relationship to claimant	Date joined the household

I confirm that the same people from my previous address have moved to my new address Yes No

I confirm there have been no other changes to my household Yes No

Claim Reference Number		National Insurance Number	
------------------------	--	---------------------------	--

Important – if any of your household are students who are studying away (for example, at University) but who intend to return home **or** an adult child of yourself or your partner who is currently serving in the armed forces and who intends to return home after their deployment - **Please include them.** (Students studying away, please tell us where they are studying)

Have you or your partner fostered a child, or become an approved foster carer in the last 12 months? Yes No

Do you have a disabled child that you consider should not share a bedroom with another person? Yes No

4 Changes in Circumstances

Please use the space below & list **all your** and your partner's (if applicable) current income and the amount: e.g. earnings, maternity pay, Working Tax Credits, Child Tax Credits, Child Benefit, Pension Credit, State Pension, personal pension, Income Support, Job Seekers Allowance, Employment Support Allowance, any disability benefits. This is not a comprehensive list so please detail all your income.

Please confirm if your income, your partner's income (where applicable) and the income of those in your household is the same as at your previous address Yes No

If you answered **No**, please tell us what has changed.
Please provide original evidence to support the changes, for example, wage slips if you are reporting a change to your level of earnings. If you receive Pension Credit, you must immediately notify the Pension service.

If you are in receipt of any state benefit administered by the Job Centre Plus, for example, Income Support, Job Seekers Allowance etc., you must immediately notify them of any relevant changes in your circumstances.

Claim Reference Number		National Insurance Number	
------------------------	--	---------------------------	--

5 About your rent and where you live

To be completed by private tenants only

We will need to see proof of your rent. Only original documents are acceptable. Proof can be one of the following;

- Tenancy agreement
- Letter from your landlord
- Rent book with a letter from your landlord
- Letter from your agent
- A proof of rent form: you can get this form from our enquiry counter or any local area office as listed on this form. It is also on our website.

Your rent proof MUST include the following – the name and business address of your landlord and the managing agent (if any); the date the tenancy agreement started, the amount you pay, the names of all joint tenants (if any); frequency of rent payment e.g., weekly, 4 weekly etc, and if your rent is paid up to date or not. **We cannot process the claim without this information.**

By landlord we mean the person/organisation who owns the property you live in. By agent we mean the person or organisation you actually pay your rent to. If you have rented your accommodation through an agent you must also give the name and address of the landlord.

When did you start renting your home?	/ /	
What is the start date of your tenancy?	/ /	
Tenancy reference number (If you have one)		
Is this a short hold tenancy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes what is the end date?	/ /	

Claim Reference Number		National Insurance Number	
------------------------	--	---------------------------	--

If no what type of tenancy is it?	Assured	Registered	Shared Ownership	Boarder	Not Known

Other

How much rent do you pay and how often? £

every week/fortnight/4 weeks/month

When is your next rent increase due? / /

Do you have any weeks when no rent is charged? Yes No How many?

Does anyone share the rent with you and your partner? Yes No

Tell us their names:

What is their relationship to you / your partner

If they have a separate tenancy agreement, how much rent do they pay? £

And how often? Every week/Fortnight/4 Weeks/Monthly

Who pays the Council Tax on your home?

You and your partner

Your Landlord

Someone else

Do you share the responsibility for the Council Tax payments on your home? Yes No

Claim Reference Number		National Insurance Number	
------------------------	--	---------------------------	--

Do you pay water charges direct to the Water Authority Yes No

Does your rent include money for meals? Yes No

If yes, how much? £ Which Meals?

Does your rent include money for any of the following?

- Fuel For Heating
- Lighting
- Council Tax
- Hot water
- Fuel for Cooking
- Water rates
- Laundry
- TV/Video for sole use
- Gardening
- Garage or Parking space
- Cleaning of your room
- Your own clothing washed by your landlord

If your rent included some of these tell us which one(s) and how much:

Do you pay any service charges separate from your rent?

For example for cleaning or lighting in shared areas, an alarm system or warden Yes No

If yes, how much? £

And what is it for?

What is your landlord's name, address and contact number

Contact No.

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

Claim Reference Number		National Insurance Number	
------------------------	--	---------------------------	--

Are you or your partner related to your landlord or agent? Yes No

(Related includes related through marriage even if the marriage has ended.)

If **yes** please state your relationship

Is your landlord your ex-partner? Yes No

Is your landlord the parent of any of your children? Yes No

Does your landlord own a property? Yes No

Do you use your home for business? Yes No

Do you have a main home somewhere else? Yes No

If your main home is somewhere else in the UK or abroad, tick **YES** even if you do not pay rent for it. If **YES** please give address details.

Did you previously own or have any share in the property you are now renting? Yes No

Do you occupy you accommodation as a condition of your employment? Yes No

Do you rent your accommodation from a voluntary organisation, a religious order or a company of which you are a director or employee Yes No

Do you rent your accommodation from a trust of which your child(ren) are a trustee or beneficiary? Yes No

Which floor is your accommodation on? (Please circle)

Basement **Ground Floor** **1st Floor** **2nd Floor** **3rd Floor** **All Floors**

Other Please state

Claim Reference Number		National Insurance Number	
------------------------	--	---------------------------	--

Who is responsible for internal decoration? You Landlord

Is the property let as Furnished Partly Furnished
 Minimally Furnished Unfurnished

Does your home have a central heating system? Yes No

What sort of building is it? (Please circle)

- Detached House Semi-detached house Terraced house Bungalow Maisonette**
Flat in a Block Flat in a House Over a Shop Hotel board and lodgings
Bedsit or rooms Hostel Caravan/mobile home or houseboat
Residential nursing home Residential care home

If **Other** Please state

How many rooms are in the property?

	In the whole property	Those just for you and your household	Those that are shared with other
Living rooms			
Bedsitting rooms			
Bedrooms			
Bathrooms			
Toilets (separate from bathroom)			
Kitchens			
Other rooms			

Do you have a bedroom that is only by someone who regularly provides overnight care for you and/or your partner? Yes No

Claim Reference Number		National Insurance Number	
------------------------	--	---------------------------	--

Problems with your landlord

The law protects people living in residential property against harassment and illegal eviction. In most cases, your landlord must serve notice if they want you to leave your accommodation. It's a criminal offence to evict without a court order.

Sharing information with your landlord

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

If you give us permission we will be able to discuss with your landlord, whether:

- You have claimed housing benefit, or
- We have made a decision on your claim and made payments, or
- We need more information to make a decision on your claim, and what that information may be, or
- We need to ask the landlord to clarify, for example, how much the rent is and if it is considered affordable and if you are in arrears etc.

We will not give the 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 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

Payment

IF YOU ARE A TENANT OF NOTTINGHAM CITY HOMES, PAYMENTS WILL BE MADE DIRECT TO YOUR RENT ACCOUNT.

IF YOU ARE ENTILED TO COUNCIL TAX REDUCTION, PAYMENTS WILL BE MADE DIRECT TO YOUR COUNCIL TAX ACCOUNT.

A. Private landlords tenants

If you pay rent to a private landlord, Housing Benefit payments will usually be paid to you, direct into your bank or building society account. To pay benefit to you, we must have details of the bank or building society account. **Please complete PART C.**

If you have special circumstances that mean you may be unlikely or unable to pay your rent, or if you have rent arrears, we may decide to pay your landlord direct. **Please see PART D.**

We may also be able to pay your landlord direct if it would help secure or retain your tenancy. For this to be considered, it is implicit that the rent being charged is reasonable and affordable to you. These terms are not

Claim Reference Number		National Insurance Number	
------------------------	--	---------------------------	--

defined within our Regulations but the guidance is that an affordable rent is one which is set at (or reduced) to the Local Housing Allowance (LHA) rate. The annual LHA rates can be found on our website www.nottinghamcity.gov.uk. Please see **PART D**.

B. Housing Association tenants

If you are a tenant of a registered social landlord/housing association we can make housing benefit payments direct to your landlord. If you wish us to do this please tick the box below and fill in your landlord’s bank details in **PART C**.

I wish payments to be made direct to my landlord

C. Bank or building society details

Please complete all the details below.

Name and address of the bank/building society	Bank sort Code Account number Roll number (if applicable) Name(s) of account holder(s)
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D. Payments to landlords in special circumstances

If you have circumstances that mean you are unable to manage your financial affairs and pay your rent, we can consider making payments to your landlord. This might include special circumstances such as if you have rent arrears or have issues to do with health, disability or lifestyle that mean you have difficulty paying your rent.

Please tick the box below if you believe that you have difficulties.

I am unable to manage my affairs and pay my rent and would like my payments to be made to my landlord.

You should supply supporting evidence of the reasons why you want us to consider making payment to your landlord.

You can fill in our safeguard policy form which can be requested by ringing 0115 915 4944 or by visiting our contact centre.

My landlord has set the rent at an affordable level and I would like my housing benefit to be paid directly to my landlord.

Claim Reference Number		National Insurance Number	
------------------------	--	---------------------------	--

6 Declarations

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 that 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 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. The council 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 changes in my circumstances which might affect my claim.

I declare that the information I have given on this form is correct and complete. I have checked the information myself or have had it read back to me.

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 reduction, or both. The council may check some of the information with other sources as allowed by law.

Signature of person claiming

Date

Partner's Signature

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 of person claiming

Date

Relationship to the person claiming

Claim Reference Number		National Insurance Number	
---------------------------	--	------------------------------	--

Please do not send valuable items through the post. If you are concerned about sending documents, you can visit one of our offices where staff will be able to verify the documents and return them to you.

Where to find our offices

In person to:

Clifton Area Housing Office

Clifton Cornerstone
Southchurch Drive
Nottingham NG11 8EW

St Ann's Valley Centre

2 Livingstone Road
St Ann's
Nottingham NG3 3GG

Aspley Area Housing Office

14 Strelley Road
Strelley
Nottingham NG8 3AP

Mary Potter Joint Service Centre

Gregory Boulevard
Hyson Green
Nottingham NG7 5HY

Bestwood Area Housing Office

Elmbridge
Bestwood Park
Nottingham NG5 5PF

Bulwell Riverside

Main Street
Bulwell
Nottingham NG6 8QJ

Housing Offices opening times:

Mon, Tues, Thurs, Fri 8.30am to 4.30pm, Wednesdays times vary, check with local office

Customer Contact Centre

Central Library, Angel Row,
Nottingham
NG1 6HP

Opening times: Mon – Weds & Fri 8.30am to 5.00pm, Thurs 9.30am to 5.00pm

Phone Lines

0115 718 4444

Mon – Weds & Fri 8.30am to 5.00pm,
Thurs 9.30am to 5.00pm

Housing Benefit and Council tax
support scheme Enquiries

0115 718 1777

Mon – Fri 8.30am to 5.00pm,

Council Tax Enquiries