

Previous address**New address**

Date of move

Did you own your previous address: **yes** **no**

If yes, please provide your completion statement and bank statements showing receipt of any proceeds from the sale

People in your household

Please give details of all people who live with you and your partner, as part of your household, in this property as their main residence. If there are none please write 'none'.

Name	Relationship to you	Date of Birth	Weekly Income
		/ /	£
		/ /	£
		/ /	£
		/ /	£
		/ /	£

Is there a non-resident overnight carer in the property?

Name	Carers permanent home address	How often do they stay	Has a bedroom been provided
			Yes / no
			Yes / no

Notes

The Council reserve the right to amend the claimant to partner and vice-versa if the change in applicant increases the amount of the award

Proof
(Please provide **original** documents)

Important
We need details of the income of anyone else who lives with you to make sure that you receive all the benefit you are entitled to. If you do not send us this information, you may receive a reduced level of benefit.

Do they pay rent to you?
Please let us see details of what is included in the rent, how much it is and how often it is due.

Earnings
Please let us see the last five payslips if they are paid every week, the last three payslips if they are paid every fortnight and the last two payslips if they are paid every month.

State benefits
Please let us see one of these:

- The latest award letter;
- A bank statement showing the payment.

Rent details

You should only fill this in if you pay rent to a Landlord.

When did your tenancy begin? / / When did you move in? / /
(Please give exact date)

Your landlord's name Your agent's name
(if your landlord has one)

Your landlord's address

 Your agent's address

Your landlord's phone number Your agent's phone number

Are you or your partner or any children you are responsible for related to your landlord or their partner? Yes No
If 'Yes, please say what the relationship is

Was your last tenancy with the same landlord? Yes No

Have you got a written tenancy agreement? Yes No

Has the Rent Officer or Rent Tribunal registered a fair rent for your home? (If you don't know, ask your landlord) Yes No

If you have been served with a shorthold tenancy notice, please give the period of the tenancy from / / to / /

If none of these apply, please give the period of the tenancy from / / to / /

Have you or your partner previously been the owners of your present home? Yes No

How much is your rent? £

How often is your rent due? Every week Every four weeks Every month Every fortnight
Every quarter Every year

Notes

Proof

Working age and pension age:
All rent and household details must be reported to the Local Authority

Tenancy agreement

We will not pay housing benefit if you:

- live with and pay rent to a relative;
- pay your ex-partner rent to live in the home you used to share with them;
- are responsible for your landlord's child;
- rent your home from a company of which you are an employee;
- rent your home from a trust of which you are a trustee or a beneficiary;
- rent your home from a trust of which your child is a beneficiary;
- previously owned the home which you now rent; except in certain circumstances;
- live in your home as a condition of your job.

Do you have any rent free weeks?

Yes No

If 'Yes', how many do you get each year and when?

Has your rent gone up in the last 12 months?

Yes No

If 'Yes', give the date of the increase

 / /

Was this increase agreed in your tenancy agreement?

Yes No

Do you have any joint tenants?

Yes No

If 'Yes', what is your share of the rent?

 %

Please give their full name(s)

Tenancy Details

Is your home furnished by your landlord?

Yes No

If 'Yes', is it:

Fully furnished Partly furnished

Who is responsible for decorating the inside of your home?

Landlord Me Don't know

Are any meals provided?

Breakfast Lunch Evening meal None

Does your landlord live in the same building as you?

Yes No

Do you pay water charges straight to the water authority? If 'Yes', please let us see your latest bill

Yes No

If your rent includes money for any of the following, tick the correct boxes and fill in the amount you pay, if you know it.

	Yes	No	If 'yes', how much?		Yes	No	If 'yes', how much?
Water charges			£	Personal Laundry			£
Cooking			£	Laundry facilities			£
Heating			£	Cleaning your room windows			£
Lighting your home			£	Lighting shared areas			£
Hot water			£	Lift			£
Garage or parking space			£	Porter or estate staff			£
Furniture			£	Emergency alarm system			£
Cleaning shared areas			£	Council Tax			£
General counselling and support			£	Other (TV Video, C.C.T V etc)			£
Personal care			£				

Does your home have central heating?

Yes No

Notes

Please provide proof of the rent you pay your landlord or landlady, i.e. your tenancy agreement, rent book or letter from your landlord or landlady.

We may refer your rent to the valuation office agency, who is an independent Government valuer.

There are several sets of rules that mean we may have to work out your housing benefit on a lower rent than you actually pay.

If your rent includes charge for a garage or parking space, could you rent your home without it? Yes No

Type of accommodation

Which of the following do you live in?

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Detached house | <input type="checkbox"/> Flat in a block | <input type="checkbox"/> Room or rooms in a house | <input type="checkbox"/> Ground rent only |
| <input type="checkbox"/> Bungalow | <input type="checkbox"/> Semi-detached house | <input type="checkbox"/> Flat in a house | <input type="checkbox"/> Other (say what) |
| <input type="checkbox"/> Hostel | <input type="checkbox"/> Semi-detached bungalow | <input type="checkbox"/> Terraced bungalow | |
| <input type="checkbox"/> Flat over a shop | <input type="checkbox"/> Maisonette | <input type="checkbox"/> Terraced house | |
| | <input type="checkbox"/> An hotel or guest house | <input type="checkbox"/> A caravan or mobile home | |

- Which floor is your home on?
- | | | |
|---------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Basement | <input type="checkbox"/> Ground Floor | <input type="checkbox"/> First floor |
| <input type="checkbox"/> Second floor | <input type="checkbox"/> Third floor | |

How many floors are there in the whole building? Room number

If you live in a single room, looking at the front of the building, where is your room?

- At the front In the centre At the back (this will help the Rent Officer to tell which room is yours)

Number of rooms We need to know how many rooms there are in the building you live in, and who uses them.

	Living Rooms	Bedrooms	Bedsits	Kitchen	Bathrooms	Separate Toilets	Other Rooms (say what it is)	Total
NUMBER of rooms in the whole building								
NUMBER of rooms used only by you and your family								
NUMBER of rooms you share with other people								

How many people live in the whole building?

Notes

You must answer every question.

Your claim may take longer if this page is not fully completed.

Sharing information with your landlord

Sharing information with your 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.

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

- You have claimed housing benefit;
- 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.

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.

I give my local Council permission to share information about the progress of my housing benefit claim with my landlord.

Signature

Full name (capital letters)

Date

Notes

You can give us permission to discuss even if you do not have your housing benefit paid direct to your landlord.

If the initial award of housing benefit is a large sum and you have indicated that you want payment to be made direct to yourself we may make the first payment payable to your landlord or landlady.

Extra Information

Please use a separate sheet of paper if you need more space.

Payment of your benefit/support

Council tax support:

Is credited direct to your council tax account

Payment direct to your bank account

This page is for your declaration of acceptance to receive your housing benefit payments into your bank account and confirmation of your bank details

Please credit my bank account as detailed below:

Name of customer	<input type="text"/>
Address	<input type="text"/>
Benefit reference number	<input type="text"/>
Bank name	<input type="text"/>
Branch name	<input type="text"/>
Name of account holder	<input type="text"/>
Sort code	<input type="text"/>
Bank account number	<input type="text"/>
Signature	<input type="text"/>
Office use only – creditor number	<input type="text"/>

Notes

Benefits of receiving payment direct to your bank account:

- It's safer than cheques....
Your payments cannot be mislaid or delayed in the post and there is no chance of forgetting to pay them in!
- It saves time and effort...
You don't have to take or send your payment to your bank or building society branch. Your money is automatically credited to your account on its due date. That's especially good news if you are unwell or on holiday.
- You can use the money immediately...

With BACS Direct Credit your money will be available to pay your rent immediately, or it can start earning interest straight away.

Any other changes

Use this box to tell us anything else you think we should know about. Use a separate sheet and attach it to this form if you need to.



******* If your council tax account includes any discounts or exemptions, for example single occupier discount, and your household circumstances change you must advise the benefits team immediately. *******

Declaration

Even if someone else has filled in the form for you, you must sign this declaration if you can. If you have a partner, they must sign this declaration as well.

Please read the declaration carefully before you sign and date it.

I understand that:

- 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 for housing benefit and/or council tax support. You may check some of the information with other sources within the council, rent offices and other councils.
- 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 Government organisations, other Local Authorities and other departments of Torridge District Council for the prevention and detection of crime.

I know I must promptly let the council know about any change in my circumstances which might affect my claim.

I declare the information I have given on this form is correct and complete.

Signature of the 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 the form for the person claiming.

Name of the person who filled in the form

Signature of the person

Relationship to the person claiming Date

Privacy notice:

Torrige District Council collects stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

- Legal Obligation – in relation to personal data
- Social Security Law – in relation to ‘special category’ personal data

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website: www.torrige.gov.uk/privacypolicy

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to:

Data Protection Officer
Riverbank House
Bideford
Devon
EX39 2QG