



Application for discretionary housing payments



- **Do you get Housing Benefit or Council Tax Benefit?**
- **Do you still struggle to pay your rent or Council Tax?**

If your answer to both of these questions is 'Yes', please fill in this form. We might be able to give you more help.

Please fill in and return this form to us, within one month of the issue date shown in the box at the top of the page. Our address and other contact details are on the back of this form.

If you have any questions about this form or about your claim for Housing Benefit or Council Tax Benefit, you can phone us on: 0845 121 2970.

Or, if you need help to fill in this form, you can call into any of our customer service centres. Your local citizens advice bureau may also be able to help you - check your phone book for details.

You can find full details in our '**Discretionary housing payments**' leaflet, which is available from all our customer service centres.

Your details

Title (Mr/Mrs/Miss/Ms)

Reference number

Name

Address

(including postcode)

Phone number

- **If you are a council tenant or you own and live in your own home**, please start at question 14.
- **If you are a private tenant or a housing association tenant**, please start at question 1.

Your property

1 Please tell us why you left your last property.

2 How did you hear about this property?

3 Why did you choose this property?

4 Before you took this property, did you check the Local Housing Allowance rates for this area?
(The rates are published each month in the local press, online and in all our customer service centres.)

Yes Go to question 5. No Explain why in the box below, then go to question 7.

Your payments

5 You knew from checking the Local Housing Allowance (LHA) rates that there would be a 'shortfall' in your rent (in other words, your LHA would not cover your rent). Please explain how you planned to pay this shortfall?

6 Please tell us why you still took the property, knowing that there would be a shortfall in your rent?

7 Have you asked your landlord to reduce the rent?

Yes Tell us in the box below what they said, then go to question 8. No Go to question 9.

8 If they said 'No', can we write to ask them again? Yes No

9 Have you been paying the shortfall in your rent?

Yes

No

If 'Yes', how much have you been paying each month?

Please provide proof.

£

How have you managed to pay the shortfall?

If you have not paid the shortfall, what has your landlord said or done about it?

Other details

10 Are you looking for a tenancy with a lower rent?

Yes

No

If 'No', please explain why.

11 Are you on the council housing list?

Yes

No

If 'No', please explain why.

12 Are you on any housing association lists?

Yes

No

If 'No', please explain why.

13 Tell us why you need more help with your housing costs. Give as much detail as you can.

(Continue on a separate sheet if necessary.)

Late applications

14 You have one month from the issue date shown on the front of this form to return it to us.

If it has taken you longer than that to return this form, we can still look at your application. Please give your reasons below for the delay.

Your income and expenses

15 Please provide details of **all** your income and expenses.

Income	£	How often is it paid to you?	Expenses	£	How often do you pay it?
Wages (you)			Rent or mortgage		
Wages (your partner)			Personal loans		
Income Support, Jobseeker's Allowance, Employment & Support Allowance			Gas		
Child Benefit			Electricity		
Child Tax Credit			Water		
Working Tax Credit			Council Tax		
State Pension			Phone		
Pension Credit (Guarantee part)			TV licence		
Pension Credit (Savings part)			Food and toiletries		
Incapacity Benefit			Home (insurance)		
Disability Living Allowance (Care)			Pension contributions		
Disability Living Allowance (Mobility)			Private health schemes		
Attendance Allowance			Travel expenses		
Any other state benefits (please say which)			Car - insurance		
			- MOT		
			- petrol		
			- repairs		
			- tax		
			Clothing		
			Catalogues		
Private pension			Child maintenance (money you pay out)		
Occupational pension			Leisure and entertainment		
Maintenance or child support			Prescriptions		
Income from lodgers			Court fines		
Any other income (please say what)			Any other expenses (please say what)		
Total			Total		

You must provide proof of all your expenses, for example:

- gas, electricity or phone bills; and
- proof of all your debts, such as loan statements or credit card statements.

Your debts (money you owe)

16 Please list any creditors you have.

A creditor is someone you owe money to, such as a catalogue company or a loan company. Debts include:

- unpaid gas or electricity bills;
- deductions from your benefits for an overpayment you are responsible for;
- Social Fund loan or Community Care Grant;
- loans from banks, building societies and other finance companies; and
- unpaid catalogue bills.

Name of creditor	Amount of loan or debt	Reason for loan or debt	Loan or debt start date	Loan or debt finish date	Amount you still owe	Amount of weekly repayment	Are repayments up to date?		
							Yes	No	
	£		/ /	/ /	£	£	Yes	No	
	£		/ /	/ /	£	£	Yes	No	
	£		/ /	/ /	£	£	Yes	No	
	£		/ /	/ /	£	£	Yes	No	
	£		/ /	/ /	£	£	Yes	No	
	£		/ /	/ /	£	£	Yes	No	
	£		/ /	/ /	£	£	Yes	No	
	£		/ /	/ /	£	£	Yes	No	
	£		/ /	/ /	£	£	Yes	No	

Your accounts

17 If you have any bank or building society accounts, please tell us about them here.

Even if the bank or building society account is overdrawn you must still tell us about it. (Use a minus sign in the 'balance on your account' column to show the amount of your overdraft, if appropriate.)

Name of bank or building society	Account number	Balance on your account
		£
		£
		£
		£
		£

Declaration

Please read this declaration carefully before you sign and date it. It is an offence to give false information.

- 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.
- I understand that you may check the information I have given on this form.
- I know I must tell you if my circumstances change after I make this claim.

Signature

Date

 / /

Important note

When you are ready to hand in or send us this form, don't forget to provide proof of your spending, and supply any other information that you feel will support your application.

Checklist

Have you done the following?

Filled in the form

Signed the declaration

Provided any proof you think will support your application

If so, you can hand this form in at any of our customer service centres.

Or you can send it to our 'designated office' for dealing with Housing Benefit and Council Tax Benefit issues, at:

**Revenues and Benefits Service
RMBC
PO Box 490
Rochdale
OL16 9AJ.**

Changes in your circumstances

Please tell us about any changes in your circumstances that might affect your discretionary housing payment.

This could be things like:

- you or your partner starting work or changing job;
- you or your partner starting to get Income Support, income-based Jobseeker's Allowance or income-related Employment and Support Allowance;
- you or your partner no longer getting Income Support, income-based Jobseeker's Allowance or income-related Employment and Support Allowance; or
- someone moving into or out of your home.

If you need help with this form, call us on 0845 121 2970 between.

8am to 8pm, Monday to Friday

9am to 1pm, Saturday

If you need other help

You can call into any of our customer service centres or Rochdale Boroughwide housing offices.

Or, you can contact your local citizens advice bureau (check your phone book for details) or call our advice service on 01706 764132.

You can also visit our website (www.rochdale.gov.uk) for more information about Housing Benefit and Council Tax Benefit.

You can also email us at: revenues&benefits@rochdale.gov.uk

This form has been produced by:
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