

Housing Benefit & Council Tax Benefit



Document type	
Ref no	

Change of address form

Only fill in this form if you got Housing Benefit, Council Tax Benefit or both in Rochdale prior to moving home.

If you've had other changes in your circumstances other than a change of address, contact us - our details are on the back of this form.

Your previous address

Postcode
Date moved out

Your new address

Postcode
Tenancy start date
Date moved in

Previous address

- Did you rent your previous address? Yes No
- If 'Yes', did you pay rent to? Housing association Private landlord RBH
- Were you a owner-occupier at your previous address? Yes No
- Do you own **or** have you ever owned your previous address? Yes No
If 'Yes', we'll write to you about this.
- Did you claim? Housing Benefit Council Tax Benefit Both None

New address

- Do you rent your new address? Yes No
- If 'Yes', do you pay rent to? Housing association Private landlord RBH
- Are you a owner-occupier at your new address? Yes No
- Do you want to claim? Housing Benefit Council Tax Benefit Both None

If you claim Housing Benefit at your new address and rent from a private landlord or housing association we must see proof of your rent, the proof you provide must show:

- your full name
- the property address
- the date your tenancy started
- the amount of rent and how it's due
- the amount for services (if included in your rent)
- the owner/landlords name and address
- the managing agents name and address

Part 1 About you and your partner

Do you have a partner who normally lives with you?

Yes No

First name	Last name	Mr/Mrs Miss/Ms	Date of birth	National insurance number
You			/ /	
Your partner			/ /	

Phone number

Email

If you live alone and want to claim a 25% discount on your Council Tax, tick the box.

Part 2 About children and other adults who have moved with you

Apart from your partner, have any other children or adults moved with you to your new address?

Yes No (go to part 3)

If 'Yes', how many children or adults have moved with you?

Adults Children

Details of all the children who have moved with you.

First name	Last name	Date of birth	Relationship to you	Name of school	Do you get Child Benefit for them?
		/ /			Yes / No
		/ /			Yes / No
		/ /			Yes / No
		/ /			Yes / No

Details of other adults who have moved with you or moved in with you from another address.

First name	Last name	Date of birth	Relationship to you	National insurance number	Do they get ESA, Income Support, JSA/IB or Pension Credit?
		/ /			Yes / No
		/ /			Yes / No
		/ /			Yes / No
		/ /			Yes / No

Do you or your partner have a carer who lives somewhere else, but provides care overnight in your home? If 'Yes', we'll write to you about this.

Yes No

Note: If you have other adults living with you we **will need** proof of their income and circumstances - if you haven't provided them to us before.

If more than four children or four adults have moved with you, please put the details in part 5 of this form or on a separate sheet of paper

Part 4 Rental payments and service charges

How much rent do you pay and how often?
(For example, weekly, monthly or every four weeks)

£ Every

Other than your partner, does anyone share the rent payments with you?

Yes No

If 'Yes', give the names of the people you share the rent payments with.

Do you have any rent free weeks?

Yes No

If 'Yes', how many each year?

Does your rent include any services.

(For example, Council Tax, water charges, heating, lighting, hot water, fuel for cooking, meals, etc)

Yes No

If 'Yes', ask your landlord or landlady for a list of the services provided, the amount paid for each service and return the list with this form.

Part 5 Anything else you need to tell us

Part 6 How you will be paid

Local Housing Allowance (LHA)

- Since **April 2008** and the introduction of LHA, the way we work out and pay Housing Benefit for private tenants who move house changed. Housing association tenants are not affected.
- For **new** private tenant cases **payments will be made to you**, directly into your bank account. If you don't have a bank account and would like to open one, contact us - our details are on the back of this form. Alternatively, you can get a copy of the Financial Services Authority leaflet 'No bank account? – why it could pay you to have one' by phoning 0845 606 1234.
- However, if you feel you cannot manage your rent payments and you have good reasons why you want your Housing Benefit payments to go to your landlord, tell us in **part 5** and provide supporting evidence.

We'll then decide based on the evidence you provide who should receive payments.

Who do you want your benefit paid to?

You

Owner/landlord

Managing agent

If you're a tenant of a private landlord and want payments to go direct to the landlord, owner or managing agent, you must still fill in your account details below.

Name of account holder

Sort code

 - -

Account or roll number

Name of bank or building society

Address of bank or building society

Part 7 Paying benefit direct to your landlord

To allow us to pay benefit to your landlord you must sign this declaration. (Private tenants **must also** give reasons for wanting payments to their landlord in **part 5** of this form and provide supporting evidence).

Please pay my Housing Benefit to my landlord. I understand that:

- I must always tell you about any change in my circumstances;
- If I don't tell you about any change in my circumstances and you pay me too much benefit because of this, I'll have to pay back the extra benefit; and
- I may be prosecuted if I don't tell you about any change of circumstances.

Your signature

Date

Now ask your landlord to sign this agreement (private tenants only).

Landlords name

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

Landlords signature

Date

If you want benefit payments to go to your landlord they must provide their bank details below

Name of account holder

Sort code

Account or roll number

Name of bank or building society

Address of bank or building society

Your declaration

I understand the following.

- If I give information that's incorrect or incomplete, you may take action against me.
- You'll use the information I've given to process my claim for Housing Benefit, Council Tax Benefit or both.
- You may check some of the information with other sources within the council, rent offices and other councils.
- You may use any information I've given in connection with this and any other claim for social security benefits that I've made or may make. You may give some information to other government organisations, if the law allows this.

I know I must let you know immediately about any changes in my circumstances that may affect my claim.

- I understand that it's a criminal offence not to tell you about any changes in my circumstances.

The information I've given on this form is correct and complete.

This is my claim for Housing Benefit, Council Tax Benefit or both.

Your signature

Date

How to contact us

If returning the form by post, the form and supporting evidence should be returned to the council's 'designated office' for Housing Benefit and Council Tax Benefit; at

Customer and Communities Service, PO Box 490, Rochdale, OL16 9AJ

You can report your change of circumstances or get more information on Housing Benefit and Council Tax Benefit by calling us on:

0845 121 2970, Monday to Friday, 8am to 8pm or Saturday, 9am to 1pm.

Information on Housing Benefit and Council Tax Benefit can be found on our website: www.rochdale.gov.uk

You can also report a change of circumstances by email to the following address, please remember it's important that you provide details of the change, the date of the change and proof where appropriate.

revenues.benefits@rochdale.gov.uk

If you need other help you can contact the **citizens advice bureau** (check the phone book for details).

Equal opportunities monitoring

Rochdale Council is committed to promoting equal opportunities and fair treatment for all in providing our services.

You don't have to provide this information - but it would help us if you do. It will not affect your application in any way.

We will use this information only to measure our performance against our equal opportunities standards.

Gender

Male Female Transgender

Your age

Under 20 21 - 40 41 - 59

60 - 79 Over 80

Disability (If you consider that you have a disability, please tick one box)

Hearing disability Physical disability Visual disability

Learning disability Mental health issue Other disability

Ethnic Origin

White

White British White Irish Any other white background

Asian or Asian British

Pakistani Bangladeshi Kashmiri

British Asian Any other Asian background

Black or Black British

Black Caribbean Black African Black British Any other Black background

Dual or Multiple Heritage

White and Black African White and Black Caribbean White and Asian

Any other dual or multiple heritage

Chinese or other Ethnic Group

Chinese Any other Ethnic background