Housing Benefit and Council Tax Support
change of address form

HB/CTS reference:

Please use this form to tell us about a change in your address within Barking and Dagenham. If you have had any other changes in your circumstances, please tell us about these in part 8.

Part 1 – About you and your partner

Do you have a partner who normally lives with you?  
No  [ ]  Yes  [ ]

By partner we mean someone you are married to or live with as if you are married

<table>
<thead>
<tr>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title (Mr, Mrs, Ms, other)</td>
<td>Title (Mr, Mrs, Ms, other)</td>
</tr>
<tr>
<td>First names</td>
<td>First names</td>
</tr>
<tr>
<td>Surname</td>
<td>Surname</td>
</tr>
<tr>
<td>Date of birth</td>
<td>Date of birth</td>
</tr>
<tr>
<td>/ / /</td>
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</tr>
<tr>
<td>National Insurance (NI) number</td>
<td>National Insurance (NI) number</td>
</tr>
</tbody>
</table>

Part 2 – About your new address

At your new address are you (please tick one box):

- a private tenant or boarder
- an owner occupier
- a council or housing association tenant
- living with family

Your new address:

____________________________________________________
____________________________________________________
____________________________________________________
Postcode
What date did you move to this address?

/        /        /

Your daytime phone number:                        Your email address:


Your previous address:


Postcode

What date did you move out of this address?

/        /        /

If you are a private tenant moving to your new home on or after 7 April 2008, you will probably receive Local Housing Allowance. (By ‘private tenant’ we mean somebody who rents their home from a private landlord.)

Under the Local Housing Allowance rules we do not take account of the amount of rent your landlord is asking you to pay. Instead your benefit is based on:

- The number of bedrooms you and your family need; and
- The area you live in

We will still need to know about you income and savings, the people who live with you, and any income and savings they may have.

Your Local Housing Allowance is usually paid into your bank account, not to your landlord. You cannot have your benefit paid to your landlord unless:

- You owe your landlord at least 8 weeks’ rent;
- Deductions are being made from your Income Support, Jobseeker’s Allowance or Pension Credit to pay off your rent arrears; or
- There are special circumstances which would prevent you from paying your rent to your landlord yourself. You will need to tell us about your special circumstances when you fill in part 8 of this form.

The rate of Local Housing Allowance is set each year by an independent rent officer. You can find the current Local Housing Allowance rates by visiting our website at www.barking-dagenham.gov.uk
Part 3 – About other people who live with you

Does anyone else, other than your partner, normally live with you?  
No [ ]  Yes [ ]

If ‘yes’ please list everybody who normally lives with you, except your partner. If ‘none’, please write ‘None’

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to you</th>
<th>Date of birth</th>
<th>Income/each week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>/ /</td>
<td>£ a week</td>
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<td>£ a week</td>
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<td></td>
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<td>£ a week</td>
</tr>
</tbody>
</table>

Part 4 – About where you live

Do you pay rent for where you live?  
No [ ]  Go to part 8.  
Yes [ ]  answer all questions below

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

Detached house [ ]  Hostel [ ]  Maisonette [ ]  Bedsit/room/studio flat [ ]
Residential care home [ ]  Detached Bungalow [ ]  Flat in a house [ ]
Caravan/mobile home/Houseboat [ ]  Residential nursing home [ ]
Flat in a block [ ]  Semi-detached house [ ]  Semi-detached bungalow [ ]
Flat over a shop [ ]  Terraced house [ ]  Board and lodgings [ ]  Hotel [ ]
Other (please specify) [ ]

How many floors are there in the building? [ ]

Do you and your household live in only part of the building?  
No [ ]  Yes [ ]

Where in the building do you live?  
At the front [ ]  In the middle [ ]  At the back [ ]

Which floors do you live on?  
(for example, all, ground floor, first floor) [ ]
Please fill in the table below to tell us the number of rooms in the building.

<table>
<thead>
<tr>
<th>Room</th>
<th>In the whole building</th>
<th>Just for you /your household</th>
<th>Shared with other people</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bedrooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bedsitting rooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchens</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toilets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other rooms</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part 5 – About rent**

**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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

If your landlord has an agent, tell us their full name and address.
By agent we mean the person or organisation you actually pay rent to.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Postcode</th>
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</table>

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 if the marriage has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandmother, son-in-law or step-daughter.

If ‘yes’, what is the relationship?

<table>
<thead>
<tr>
<th>Relationship</th>
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</table>

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

<table>
<thead>
<tr>
<th>Tenancy Type</th>
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<tbody>
<tr>
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</table>

Do you have a tenancy agreement?

<table>
<thead>
<tr>
<th>Option</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Please provide all pages of it with this form</td>
</tr>
</tbody>
</table>

What date did or will your tenancy start?

/ / /
How long is the tenancy for? / / to / / / 

Tick to show if the property is let as: furnished partly furnished hardly furnished unfurnished 

How much rent do you pay and how often? £ every For example, every week, every fortnight, every four weeks or every month.

Does anyone else share the rent with you and your partner?

No [ ] Yes [ ] Tell us their names and how much they pay pays £ pays £ pays £

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?

Part 6 – About service charges

Does your rent include money for the following?

Water authority 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

Laundry
No
Yes [ ] How much? £ every

Cleaning rooms or windows
No
Yes [ ] How much? £ every

Gardening
No
Yes [ ] How much? £ every

Personal care and support
No
Yes [ ] How much? £ every

Do you pay any service charges separate from your rent?
No
Yes [ ] How much? £ every

For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance.
Part 7a – How we will pay your benefits

Council Tax Support
We will apply your reduction to your Council Tax bill

Housing Benefit for council tenants
We will pay your Housing Benefit into your rent account

Housing Benefit for Housing Association tenants
You can choose to have your benefit paid into your bank account or direct to your landlord or your landlord’s agent.

If you want your benefit to be paid to you, go to part 7b
If you want your benefit to be paid to your landlord or your landlord’s agent, go to part 7c

Local Housing Allowance for private tenants
Your benefit will be paid straight into your bank account (please go to part 7b)

You cannot choose to have your benefit paid to your landlord or his agent unless there are special circumstances which would prevent you from paying the rent yourself. If you think this might apply to you, please tell us about it at the end of part 7c.

Other private tenants

This includes you if:

- you were claiming benefit before 7 April 2008, and you have not moved or had a break in your claim;
- you live in a caravan, mobile home or houseboat;
- you live in bed-and-breakfast accommodation or a hostel;
- your tenancy began before 15 January 1989; or
- you live in accommodation where you are cared for, supported or supervised and a charge for this service is included in the rent.

If you are in one of the above categories, you can choose to have your benefit paid into your bank account or direct to your landlord.

If you want benefit paid to you, go to part 7b.
If you want benefit paid to your landlord, go to part 7c.
Part 7b – Paying benefit to you

Please tell us about the bank or building society account you would like us to pay your benefit into.

Name of bank or building society

Address

Postcode

Whose name is the account in?

Account number

Sort code

The account can be:

- in your name
- in your partner’s name (by ‘partner’ we mean your husband, wife or civil partner, or someone you live with as if they were your husband, wife or civil partner)
- in your and your partner’s name
- in the name of the person acting for you; or
- in the name of the person acting for you and your partner.

We recommend that you get your money in this way because:

- it is safe and secure
- it is convenient – you decide when and how much you want to withdraw;
- from some accounts, you can make regular payments off your bills (it can be cheaper to pay this way, but you will need to make sure that there is enough money in your account to pay the bills, as if there is not, you may be charged a fee)
- using an account may help you save; and
- you can get your money from many different branches and cash machines.
**Part 7c – paying benefit to your landlord**

To have your benefit paid directly to your landlord or their agent you must be a housing association tenant or fit into one of the categories listed under ‘Other private tenants’ on page 7. You may also be able to have your benefit paid direct to your landlord or his agent if you have moved or are making a new claim after 7 April 2008 and there are special circumstances that would prevent you from paying the rent to your landlord yourself. If you think this may apply to you, you must use the space at the end of part 7c to tell us about your circumstances.

Please pay my benefit direct to my landlord or my landlord’s agent. [ ]

- **I understand** that I must always tell you about any changes in my circumstances
- **I understand** that if I do not tell you about any changes in my circumstances and you pay me too much benefit because of this, I have to pay back the extra benefit.
- **I understand** that I may be prosecuted if I do not tell you about any change of circumstances.

Your signature: 

Date: 

/ / 

Full name: (in CAPITAL LETTERS): 

Address and postcode: 

Please ask your landlord or landlord’s agents to provide their account details below:

Name of bank or building society 

Address 

Postcode 

Whose name is the account in? 

Account number 

Sort code
Your landlord’s declaration (This part must be filled in by your landlord)

I agree to accept benefit payments for the tenant or tenants named on this form.

I understand that by law:

- I must tell you straight away if I find out about any changes in the tenants circumstances;
- You can stop paying benefit to me if I do not tell you about any changes in their circumstances;
- I can be prosecuted if I accept benefit I know I am not entitled to; and
- If you pay me too much benefit for any tenant, I may have to repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

Landlord’s signature: 

Date: / / 

Full name (in CAPITAL LETTERS) 

Address and postcode: 

Postcode

If you are a private tenant who has moved or is making a new claim after 7 April 2008, and you have special circumstances that would prevent you from paying the rent yourself, please tell us about this in the space below.


### Part 8 – Anything else you need to tell us

Please use this space to tell us anything else which may affect your Housing Benefit or Council Tax Support, or both. This should include:

- any changes in your income or savings;
- people moving into or out of your home;
- your rent changing; and
- any other change in your circumstances.

We will also need to know the date the change happened and see proof of any changes. We must see original documents, not copies.

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</table>

### Part 9 - Checklist

Please make sure that you send us your tenancy agreement. If you do not have one, we will need to see a letter from your landlord or their managing agent. The letter must tell us:

- the landlord’s or agent’s full name and business address;
- the date your tenancy started;
- the amount of rent you pay and how often; and
- what services are included in the rent (for example, meals, water rates, heating and so on).

If you have asked us to pay your landlord direct because you have special circumstances that would prevent you from paying your rent to him or her yourself, you must give us as much evidence as you can to support what you have told us. For example, if you have a large amount of debt and are worried that any benefit paid into your bank account may be used to pay that instead of your rent, and your tenancy may be at risk because of this, you will need to give us proof of any unpaid debts.
Part 10 - Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, getting them to sign this form should allow us to process your claim more quickly, but they do not have to sign.

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

- **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 agree** that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Support, or both. You may check some of the information with other sources, as allowed by law.
- **I understand** that you may share any other information I have provided with other departments within the council or use any information in connection with this and any other claim for social security benefits I have made or may make. You 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 change in my circumstances which might affect my claim.

<table>
<thead>
<tr>
<th>Signature of the person claiming</th>
<th>Date</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Partner's signature</th>
<th>Date</th>
</tr>
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</tbody>
</table>
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

Daytime phone number of the person who filled in this form

Signature

Relationship to the person claiming  Date

If you need to contact us

If you need to contact us, we are at the following local offices:

ONE STOP SHOP
Dagenham Library, 1 Church Elm Lane
Dagenham RM10 9QS

BARKING LEARNING CENTRE
2 Town Square
Barking, IG11 7NB

Phone: 0208 724 2970
Email: benefits@lbbd.gov.uk

If you need help to fill in the form
If you are sick or not physically able to get to our offices, our visiting officer can come to your home. They will help you to fill in the claim form and look at the relevant proof we need. If you need a home visit or have any questions about this form or your benefit, please contact us.
How we collect and use information about you

We will use the information you give us in this form, and any supporting evidence you send, to process your claim for Housing Benefit and Council Tax Support. We may also use your supporting evidence to help us decide if you need further help with your housing costs. We may pass the information to other agencies or organisations such as the Department for Work and Pensions and the Inland Revenue, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, against other information we hold. We may also get information about you from certain other third parties, or give information to them to:

- Make sure the information is accurate;
- Prevent or detect crime; and
- Protect public funds.

These third parties include government departments, other local authorities and private-sector organisations such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for any other purposes, unless the law allows this.

We are the ‘data controller’ for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us.

Claiming benefit you are not entitled to

Claiming benefit you are not entitled to is a serious criminal offence. We will take firm action against anyone committing fraud. You will have to repay all the money you have claimed, and, if the court convicts you of fraud, you can be sent to prison.

If you know someone who is claiming benefit they are not entitled to, you can help us stop them. Just ring our confidential hotline on 0800 328 3250 any time of the day or night.