

# A claim form for Housing Benefit and Council Tax Benefit

For office use only

Date form was requested

 /  / 

Date form was issued

 /  / 

Date received at:

DWP office date stamp

Initials

Local authority office date stamp

Initials

If you are just claiming Second Adult Rebate, only fill in Parts 1, 6, 10, 11 and 12 of this form.

Are you (please tick every box that applies to you):

a council tenant?

an owner-occupier?

a private tenant?

a housing association or social landlord tenant?

## Part 1 About you and your partner

Do you have a partner who normally lives with you?

No

We use *partner* to mean

Yes  If you have a partner, you must answer all the questions about them, as well as yourself.

- a person you are married to or a person you live with as if you are married to them, or
- a civil partner or a person you live with as if you are civil partners.

	You	Your partner
Surname or family name	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>
Any other names you have used	<input type="text"/>	<input type="text"/>
Title (Mr, Mrs, Ms, other)	<input type="text"/>	<input type="text"/>
Address, including room number if you have one Do not tell us your partner's address if it is the same as yours.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Postcode	Postcode
What date did you move to this address?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Your daytime phone number	Code <input type="text"/> Number <input type="text"/>	Code <input type="text"/> Number <input type="text"/>
What is this number? Please tick.	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/>	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

**National Insurance (NI) number**

You can find this on payslips, letters about your benefit or letters from the tax office. We cannot normally decide your claim if we do not have your NI number. We need to see proof of this.

**Have you or your partner claimed Housing Benefit or Council Tax Benefit before?**

When did you last claim?

Which council did you claim from?

What name did you use for the claim?

What address did you claim for?

**If you have moved from this address, have you told the council you claimed from?**

**If you or your partner have moved home in the last 12 months, tell us your last address if it is different from above.**

Tell us whether you were the homeowner, a private tenant, a council tenant or a lodger at this address.

**You**

Letters Numbers Letter

If you do not have an NI number, or cannot find it, tick this box.

No

Yes  Please tell us about it below.

/  /

Postcode

No

Yes

Postcode

**Your partner**

Letters Numbers Letter

If your partner does not have an NI number, or cannot find it, tick this box.

No

Yes  Please tell us about it below.

/  /

Postcode

No

Yes

Postcode

**We need to see proof of your and your partner's identity and NI number. See the checklist at Part 10**

Have you or your partner come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last two years?

**You**

No   
 Yes  We may write to you about this.

**Your partner**

No   
 Yes  We may write to you about this.

What is your nationality?



If your nationality is not British, on what date did you last enter and apply to stay in the UK?

 /  / 
 /  / 

The UK is England, Northern Ireland, Scotland and Wales.

Are you or your partner in hospital at the moment?

No   
 Yes  Please tell us about it below.

No   
 Yes  Please tell us about it below.

When did you go in?

 /  / 
 /  / 

When will you come out, if you know?

 /  / 
 /  / 

Do you or your partner get Disability Living Allowance?

No   
 Yes  How much?

No   
 Yes  How much?

Care

 £

 £

Mobility

 £

 £

Do you or your partner get Attendance Allowance?

No   
 Yes  We need to see proof of this.

No   
 Yes  We need to see proof of this.

Does anyone get Carer's Allowance for looking after you or your partner?

No   
 Yes  We need to see proof of this.

No   
 Yes  We need to see proof of this.

Have you or your partner been told that you are entitled to Carer's Allowance, even if you do not receive it, because you are getting another benefit instead?

No   
 Yes  We need to see proof of this.

No   
 Yes  We need to see proof of this.

**Do you or your partner have any children or qualifying young persons you want to claim for?**

No

Yes  How many?

We will write to you about this.

- We use *child* to mean a person aged under 16 who you are getting Child Benefit for.
- We use *qualifying young person* to mean a person aged 16, 17, 18 or 19 who you are getting Child Benefit for.

**Do you or your partner pay towards the upkeep of a student?**

**You**

No

Yes  How much do you pay and how often?

£  every

**Your partner**

No

Yes  How much do they pay and how often?

£  every

**Are you or your partner a student?**

By *student* we mean anyone who is attending a course of study at an educational establishment, including student nurses.

No

Yes  Tell us if this is full or part time.

Full time  Part time

No

Yes  Tell us if this is full or part time.

Full time  Part time

**Please tick if you or your partner are:**

- an apprentice
- on youth training
- in legal custody
- severely mentally impaired
- registered blind
- long-term sick or disabled

- 
- 
- 
- 
- 
- 

**Do you or your partner have a vehicle from a Mobility scheme?**

No

Yes

No

Yes

**We will contact you if we need any more information.**

Are you or your partner getting or waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance or Pension Credit?

No  Go to Part 3.

Yes  Answer both the questions in this part and then go to Part 6.

Are you or your partner actually getting Income Support, income-based Jobseeker's Allowance or Pension Credit at the moment?

No

Yes  When did you start getting it?

### Your partner

No

Yes  When did they start getting it?

Are you or your partner still waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance or Pension Credit?

No

Yes  When did you claim?

No

Yes  When did they claim?

Which benefit are you getting or waiting to hear about?

Income Support

income-based Jobseeker's Allowance

Pension Credit

Which benefit are they getting or waiting to hear about?

Income Support

income-based Jobseeker's Allowance

Pension Credit

We must see proof of your benefits, allowances or pension before we can decide how much benefit you can get. Read the checklist at Part 10 to see what you can use as proof.

Are you or your partner getting any benefits or waiting to hear about benefits you have claimed?  No  Yes  Go to Part 4.

Read the list of benefits below and tell us about any you or your partner are getting now or have claimed.

- Child Benefit
- Incapacity Benefit
- Statutory Maternity Pay
- War Pension or War Widow's Pension
- Child Tax Credit
- Industrial Injuries Disablement Benefit
- Statutory Paternity Pay
- Widowed Parent's Allowance
- Fostering Allowance
- Industrial Death Benefit
- Adoption Pay
- Armed Forces Compensation Scheme (AFCS)
- Contribution-based Jobseeker's Allowance
- Carer's Allowance
- Bereavement Allowance
- any other social security benefit
- Maternity Allowance
- Severe Disablement Allowance
- Guardian's Allowance
- State Retirement Pension
- Working Tax Credit
- Statutory Sick Pay
- War Disablement Benefit

If you are getting or have claimed any benefit that is not listed, tell us about it on a separate sheet of paper and send it with the form.

If you are sending a separate sheet of paper, tick this box.

	You	Your partner
<b>The name of the benefit or pension</b>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method?	<input type="checkbox"/> How much, how often and by what method?
	<input style="width: 25%;" type="text"/> £ <input style="width: 25%;" type="text"/> every <input style="width: 25%;" type="text"/> by <input style="width: 25%;" type="text"/>	<input style="width: 25%;" type="text"/> £ <input style="width: 25%;" type="text"/> every <input style="width: 25%;" type="text"/> by <input style="width: 25%;" type="text"/>
<b>The name of the benefit or pension</b>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method?	<input type="checkbox"/> How much, how often and by what method?
	<input style="width: 25%;" type="text"/> £ <input style="width: 25%;" type="text"/> every <input style="width: 25%;" type="text"/> by <input style="width: 25%;" type="text"/>	<input style="width: 25%;" type="text"/> £ <input style="width: 25%;" type="text"/> every <input style="width: 25%;" type="text"/> by <input style="width: 25%;" type="text"/>
<b>The name of the benefit or pension</b>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method?	<input type="checkbox"/> How much, how often and by what method?
	<input style="width: 25%;" type="text"/> £ <input style="width: 25%;" type="text"/> every <input style="width: 25%;" type="text"/> by <input style="width: 25%;" type="text"/>	<input style="width: 25%;" type="text"/> £ <input style="width: 25%;" type="text"/> every <input style="width: 25%;" type="text"/> by <input style="width: 25%;" type="text"/>

**We need to see proof of your and your partner's benefits and pensions. See the checklist at Part 10.**

Are you or your partner self-employed?

No

Yes  We will write to you about this if we need to.

Are you or your partner working for an employer or doing any other type of work?

No

Yes  We will write to you about this if we need to.

Do you or your partner

- have any money coming in that you have not already told us about?
- expect to have any other money coming in?
- delayed receiving any other money?

This includes occupational pensions, work pensions and private pensions, payments from the Financial Assistance Scheme, money from a trust fund, training allowances, a student grant or loan, and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants.

No  Go to **Part 10**.

Yes  Answer the questions on this page.  
You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust, the MacFarlane Trust or the Skipton Fund.

	Other money 1	Other money 2	Other money 3
What is the money for?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets it?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much do they get paid and how often?	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
How is this paid?	<input type="text"/>	<input type="text"/>	<input type="text"/>
When did they start getting this income?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
When is the income likely to go up?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

**Other money 1**

**Other money 2**

**Other money 3**

Does anyone owe money to you or your partner?

No   
 Yes  Tell us about it below.

No   
 Yes  Tell us about it below.

No   
 Yes  Tell us about it below.

What for?




How much?

£

£

£

Who is it owed to?




Are you or your partner expecting to get any money in the next 12 months?

For example, a redundancy payment or a payment instead of notice or holiday.

No   
 Yes  Tell us about it below.

No   
 Yes  Tell us about it below.

No   
 Yes  Tell us about it below.

What for?




How much?

£

£

£

**We must see proof of any money coming in before we can decide how much benefit you can get. Read the checklist at Part 10 to see what you can use as proof.**

We need to know if you or your partner have any bank accounts, savings, investments or property in the UK or abroad.

This includes cash, current accounts and savings accounts with a bank or building society, Post Office® accounts, Premium bonds, National Savings Certificates and stocks and shares.

Do you or your partner have any of the following?

<b>Bank accounts</b>	No <input type="checkbox"/>			
	Yes <input type="checkbox"/>	How many accounts?	<input type="text"/>	Total amount <input type="text" value="£"/>
<b>Building society accounts</b>	No <input type="checkbox"/>			
	Yes <input type="checkbox"/>	How many accounts?	<input type="text"/>	Total amount <input type="text" value="£"/>
<b>Post Office® accounts</b>	No <input type="checkbox"/>			
	Yes <input type="checkbox"/>	How many accounts?	<input type="text"/>	Total amount <input type="text" value="£"/>
<b>Premium bonds</b>	No <input type="checkbox"/>			
	Yes <input type="checkbox"/>	How many bonds?	<input type="text"/>	Total amount <input type="text" value="£"/>
<b>Unit trusts, ISAs, PEPs, TESSAs, TOISAs or other investments</b>	No <input type="checkbox"/>			
	Yes <input type="checkbox"/>	How many?	<input type="text"/>	Total amount <input type="text" value="£"/>
<b>Income bonds or capital bonds</b>	No <input type="checkbox"/>			
	Yes <input type="checkbox"/>	How many bonds?	<input type="text"/>	Total amount <input type="text" value="£"/>
<b>Money or property held in trust</b>	No <input type="checkbox"/>			
	Yes <input type="checkbox"/>	How many?	<input type="text"/>	Total amount <input type="text" value="£"/>
<b>Any other savings or investments</b>	No <input type="checkbox"/>			
	Yes <input type="checkbox"/>	How many?	<input type="text"/>	Total amount <input type="text" value="£"/>

Type of other savings or investment

		Name of the company the shares are held in	Number of shares held
Shares – approximate value	<input type="text" value="£"/>	<input type="text"/>	<input type="text"/>
Shares – approximate value	<input type="text" value="£"/>	<input type="text"/>	<input type="text"/>
Shares – approximate value	<input type="text" value="£"/>	<input type="text"/>	<input type="text"/>

**We must see proof of any accounts, savings, investments or property before we can decide how much benefit you can get. Read the checklist at Part 10 to see what you can use as proof.**

Do you or your partner have any National Savings Certificates?

No

Yes  We need to see the **original** certificates as proof. We will return the certificates to you.

Do any of your or your partner's savings or investments include:

- money from the sale of a house, or
- money from a charity?

No

Yes  We will write to you about it.

Apart from your home, do you or your partner own any other property or land in this country or abroad?

If it is on a mortgage or a loan, still tick Yes.

No

Yes  We will write to you about it.

Have you or your partner ever received a lump sum payment as a result of putting off your State Pension?

No

Yes  Please tell us about it below.

How much was the gross amount you were awarded?

£

How much was the gross amount your partner was awarded?

£

Have you or your partner received:

- a Far Eastern Prisoner of War Compensation payment, or
- a compensation payment made to victims of atrocities that happened during the Second World War?

We need to know this to make sure we do not count it as part of your savings.

No

Yes  What payment did you receive? Who received the payment?

A Far Eastern Prisoner of War Compensation payment  You  Your partner

A compensation payment made to victims of atrocities that happened during the Second World War  You  Your partner

Have you or your partner received a payment from the vCJD (Creutzfeldt-Jakob Disease) Trust?

No

Yes  We will write to you about it.



**Does your home have any of these?**

Tick the boxes that apply.

central heating

a garden

a garage

a parking space

**Who is responsible for decorating your home?**

**How many floors are there?**

**Do you and your household occupy only part of the building you have ticked?**

No

Yes  As you look at the building from the street, where in the building do you live?

At the left

At the right

At the front

In the middle

At the back

**Which floors do you live on?**

For example, ground floor, first floor.

**How many rooms are there in the building?**

**In the whole building**

**Just for you and your household**

**That you share with other people**

Living rooms




Bedsitting rooms




Bedrooms




Bathrooms or shower rooms




Toilets




Kitchens




Other rooms



**When did you move to this address?**

If you have not moved in yet, tell us when you expect to move in, then tell us when you have actually moved in.

**What sort of tenancy do you have?**

For example, shorthold, assured tied rent or something like this.

**How long is the tenancy for?**

 to 

**What is the property let as?**

Tick the box that applies.

- Furnished
- Partly furnished
- Hardly any furniture
- Unfurnished

**How much rent do you or your partner pay and how often?**

For example, every week, every fortnight, every four weeks or monthly.

 every 

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

- No
- Yes  Tell us the details below.

Tell us their names and their relationship to you and your partner.

**How much of the rent do they pay and how often?**

For example, every week, every fortnight, every four weeks or monthly.

 every 

**Has your rent changed in the last 12 months?**

- No
- Yes  Send us proof of the date it changed and how much it changed.

**When is the next rent increase due?**

**We must see proof of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 10 to see what you can use as proof.**

Has your rent been registered as a fair rent by a rent officer?

No

Yes  Please send us the notice of registration form RO5.

Do you have any weeks when you do not have to pay rent?

No

Yes  How many weeks in a year?

Are you behind with your rent?

No

Yes  By how many weeks?

**Does your rent include money for the following?**

Tick the boxes that apply.

Meals	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text" value=""/>
		For which meals?	
		Please tick.	Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Evening meal <input type="checkbox"/>
Water authority charges	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text" value=""/>
Heating	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text" value=""/>
Lighting	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text" value=""/>
Hot water	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text" value=""/>
Electricity	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text" value=""/>
Fuel for cooking	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text" value=""/>
Laundry	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text" value=""/>
Cleaning rooms or windows	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text" value=""/>
Gardening	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text" value=""/>
Garage or parking space	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text" value=""/>
		Do you have to rent the garage as part of your tenancy agreement?	No <input type="checkbox"/> Yes <input type="checkbox"/>
Personal care and support	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text" value=""/>

Do you pay any service charges separate from your rent, for example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance?

No

Yes  How much? £  every

What for?

Are you living away from home at the moment?

No

Yes  Tell us about it below.

Why are you not living at home?

When did you last live at home?

 /  / 

When do you expect to go back home?

 /  / 

What is the address of where you are living at the moment?

  
  
  
 Postcode

Have you sublet your home?

No

Yes  Who lives there now?

**We must see proof of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 10 to see what you can use as proof.**

- If you are a council tenant, your council will pay any Housing Benefit you are awarded into your rent account.
- If you are **not** a council tenant and are awarded Housing Benefit, in most cases you can choose where to have your money paid. Your council can arrange to pay your money:
  - straight into a bank, building society or National Savings Bank account
  - by cheque, or
  - direct to your landlord.
- If you are awarded Council Tax Benefit, your council will pay this into your Council Tax account.

### Payment direct into an account

This is the safest way to pay you and lets you choose how and when you get your money. You can use a bank, building society or other account provider. Most accounts allow you to make savings on some of your bills by paying them by Direct Debit. You may be able to use a cash machine, which will usually mean you can get your money at any time of the day or night. Most of these machines can be used for free, but some of them will charge you to take your money out. If so, you will be warned by a message on the screen. This will give you the opportunity to cancel your transaction without being charged. There are arrangements with some banks and building societies to let you collect cash from many of their accounts over the counter at post offices.

**If we cannot pay you direct, we will pay you by cheque.**

### Finding out how much is paid into the account

We will tell you whenever we know there is going to be a change in the amount we pay into your account.

You can check your Housing Benefit payments on your account statements. If you think your payment is wrong, get in touch with the office that pays you.

### Getting someone to collect your Housing Benefit

You may be able to get someone else to collect your Housing Benefit for you regularly if you wish. For help with this please contact your bank, building society or other account provider such as Credit Union.

## About the account you want to use

**You must tick one of these boxes.**

**Tick this box if you agree to be paid directly into an account**

- Please give your account details on the next page. You must fill in ALL the boxes including the building society roll or reference number if you have one.**  
You can find the account details on the cheque book, passbook or statements. If you are not sure about the details, ask the bank, building society or other account provider.

**Tick this box if you would like to be paid by cheque**

- Go to Part 9.**

**Tick this box if you would like your Housing Benefit to be paid direct to your landlord**

- Go to Part 9.**

Do not forget to fill in the authorisation sheet at the end of this claim form. Then tear it off and give it to your landlord to sign.



**Please use this space to tell us anything else you think we should know about.**  
Use a separate sheet of paper and attach it to this form if you need to.

**If you are sending any separate sheets of paper with this form, tell us how many.**

I am enclosing a filled-in *Paying benefit to your landlord* form.

I will send you a filled-in *Paying benefit to your landlord* form later.

## Do not delay in sending this form in.

Please tick to say what proof you are sending with this form. We must see **original documents**, not copies.

Please do not send valuable items through the post. If you can, bring them into your nearest council benefit office.

We will take the details we need and give you the documents back straight away. If you cannot get into the office, phone us for more advice.

**If you do not provide all the proof we need, we might not be able to pay you any benefit. We need the same proof for your partner, if you have one.**

If you cannot send the proof we need at the moment, send the form back to us now and send the proof later. We can start to process your claim, **but we will not be able to pay you any benefit until we have all the proof.**

### • Proof of identity

Such as a birth certificate, marriage or civil partnership certificate, passport, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill. We may need to see several of these documents for each person.

### • Proof of your address

Such as a recent gas or electricity bill or a TV licence.

### • Proof of National Insurance number

Such as a National Insurance number card, payslips or letters from social security or the tax office.

### • Proof of capital, savings and investments

Such as all your bank, building society or post office books, full bank statements, or certificates for premium bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see proof of any interest or dividends you get on investments and savings. The proof you send must show details for at least the last three months.

### • Proof of other income

*We also need this for any other adults living in your home.*

Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see proof of any money people pay you for board and lodgings.

### • Proof of benefits, allowances or pensions

*We also need this for any other adults living in your home.*

Such as current award notices or letters from your Jobcentre Plus office, Jobcentre, social security office or Pension Centre confirming how much you get. If you do not have proof, let us know straight away.

### • Proof of private rent and tenancy

Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord.

### • Proof of other money paid out

Such as letters about student grants, maintenance agreements or receipts from registered child minders.

**Make sure you read and sign the declaration on page 21.**

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim earlier.

Date you want to claim benefit from

During this earlier period, were your circumstances different to those you have told us about on this form?

No

Yes  Please tell us about it below.

What has changed?

We need proof of any changes in your circumstances for this period.

Why you have not claimed before?

## Part 12 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 understand** that this claim is made to you, my local council.
- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I agree** that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources as allowed by the law.
- **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. 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 straight away about any change in my circumstances which might affect my claim.

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**

**Relationship to the person claiming**

**Date**

## **Part 13 What to do next**

**You should now have:**

- filled in and signed the claim form for Housing Benefit and Council Tax Benefit
- collected any proof to support your claim – but remember not to send valuable items, and
- filled in the *Paying benefit to your landlord* form – if you want any benefit you may be entitled to paid to your landlord.

Send the above documents to us straight away. You can find our address in the phone book under **Council**.

If you are going to send proof or a filled-in *Paying benefit to your landlord* form at a later date, send these to us. You can find our address in the phone book.

## 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.

We may need to confirm information with your landlord before we can make a decision on your claim, for example, the start date of your tenancy. In these circumstances, we can contact your landlord without your permission.

The law requires that we inform your landlord of certain decisions we make on your claim, for example, when a decision is made to pay your benefit to your landlord.

Under the Data Protection Act 1998 we need your permission to discuss anything else.

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

- you have claimed Housing Benefit, or
- 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.

**We will not give your 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 give us permission to discuss your claim with your landlord, please sign below.

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**I give my local council permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.**

Signature

Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Full name  
(in CAPITAL  
LETTERS)

Postcode

Date



If you want us to pay your benefit straight to your landlord, you must sign this declaration.

## Your declaration

Please pay my Housing Benefit straight to my landlord.

- I understand that I must always tell you, my council, about any change in my circumstances.
- I understand that if I do not tell you about any change of circumstances and you pay me too much benefit because of this, I may 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.

Signature

Date

Full name

(in CAPITAL  
LETTERS)

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## Your landlord's declaration

I agree to accept Housing Benefit payments for the tenant named in this form.

I understand that by law:

- I must tell you, the council, straight away if I find out about any change in the tenant's circumstances
- you can stop paying benefit to me if I do not tell you about any change of circumstances
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to, **and**
- if you pay me too much Housing 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.

Signature

Date

Full name

(in CAPITAL  
LETTERS)



Under the Race Relations Act we have a responsibility to gather details of our clients' backgrounds. This information is used to help us with our equal opportunities policies.

This information is confidential and will be used only to improve access to our services and help provide equal opportunities for everyone.

The completion of this survey is voluntary.

**A** Please indicate which background you feel you belong to:

**Asian**

Bangladeshi

Indian

Pakistani

Other Asian background  Please specify

**Black**

African

Caribbean

Other black background  Please specify

**Chinese**

Any Chinese background

**Mixed ethnic background**

Asian and white

Black African and white

Black Caribbean and white

Other mixed ethnic background  Please specify

**White**

Any white background

**Any other ethnic background**

Any other ethnic background  Please specify

**B** Please indicate your nationality:

British or mixed British

Scottish

English

Welsh

Irish

Any other nationality  Please specify

