

Name:

Address:

Postcode:

Revenues and Benefits
Council Offices
South Street
Rochford
Essex
SS4 1BW
Phone: 01702 318197 or 01702 318198
Email: revenues&benefits@rochford.gov.uk

Change-of-address form for private tenants

This form is for you to tell us about your change of address. We need to know about all the changes to your tenancy, household and rent. The form explains what you and we have to do when you move into private rented accommodation.

Please do the following.

- Look at the checklist on page 10 (section E) for the types of proof you will have to give us with this form.
- **Read and sign the declaration on page 11** (section F) before you return this form to us.
- Fill in this form in black ink. **Do not use pencil.**
- Answer **all** the questions.
- Tick the 'Yes' or 'No' boxes. **Do not put crosses in or leave boxes blank.**
- Give us original documents only. **We do not accept photocopies.**

If you need help to fill in this form, or you have a question for us, please come to our office at the address shown above, phone us on 01702 318197 or 01702 318198, or email us at revenues&benefits@rochford.gov.uk

Remember

- Return your filled-in, signed form to us straightaway.
- You must give us any proof (that you have not sent with this claim form) within one month of us sending this form to you.

For office use only

Date of contact	/ /	Claim number	
Date of issue	/ /	C/Tax ref	
Date received	/ /		

Please give the full address and postcode of the property you are claiming Housing Benefit or Council Tax Benefit, or both, for.

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Do you rent from a: Housing association? private landlord or estate agent?

Please give us the name and business address of your landlord.

Name
Address

If an estate agent is acting for your landlord, please give the estate agent's name and business address

Name
Address

What date did your tenancy start?

/	/
---	---

What date did you move into your home?

/	/
---	---

Are you a boarder or subtenant?

A boarder is a person who lives in someone's home and pays them for rent and meals.

A subtenant is a person who lives in someone's home and has a written agreement to pay rent.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Are you a joint tenant?

Yes		No	
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If yes, please give the names of the other joint tenants.

Are you responsible for paying the Council Tax for your home?

Yes		No	
-----	--	----	--

Is it your main or only home?

Yes		No	
-----	--	----	--

If no, please give the full address and postcode of your main home.

Tick one of the boxes below to show the kind of accommodation you live in.

- | | | |
|-------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Detached house | <input type="checkbox"/> Semi-detached house | <input type="checkbox"/> Terraced house |
| <input type="checkbox"/> Detached bungalow | <input type="checkbox"/> Semi-detached bungalow | <input type="checkbox"/> Terraced bungalow |
| <input type="checkbox"/> Purpose-built flat | <input type="checkbox"/> Converted flat | <input type="checkbox"/> Flat over a shop |
| <input type="checkbox"/> Rooms in a house | <input type="checkbox"/> Maisonette | <input type="checkbox"/> Hostel |
| <input type="checkbox"/> Other - (Please tell us what kind of accommodation you live in.) | | |

Does your home have:

central heating?

Yes		No	
-----	--	----	--

a garden?

Yes		No	
-----	--	----	--

a garage?

Yes		No	
-----	--	----	--

parking space for a car?

Yes		No	
-----	--	----	--

How many floors are in your home?

Which floors do you live on, for example, ground, first or second?

Please tell us about the rooms in your home.

	Living rooms	Bedrooms	Bed-sitting rooms	Kitchens	Bathrooms	Toilets	Others
Tell us the number of rooms there are in the whole property?							
Tell us the number of rooms used just by you and your family?							
Tell us the number of rooms you share with other people?							

Who is responsible for furnishing your home?

 You

 Your landlord

Is your home

 fully furnished?

 partly furnished?

 unfurnished?

How much is your rent?

 £

How often do you pay it, for example, weekly, four-weekly, monthly or yearly?

Does your rent include any of the following?

	Yes	No	How much do you pay (if you know)?
Lighting your home			£
Lighting shared areas			£
Hot water			£
Gas or electricity for cooking			£
Heating			£
Cleaning your home			£
Cleaning shared areas			£
Laundry			£
Personal laundry			£
Council Tax			£
Water charges			£
Breakfast			£
Lunch			£
Evening meal			£
Gardening			£

Does your rent include counselling, support (for example, a warden or a personal alarm system), medical nursing or other care services?

Yes		No	
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If yes, please tell us below what your rent includes.

Is there anything else included in your rent, for example, window Cleaning, lift or building maintenance?

Yes		No	
-----	--	----	--

If yes, please tell us below what else is included.

Section A (continued)**About your home**

If yes, please say how they are related. Some examples are sister, mother and brother.

Yes		No	
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Did you, or anyone who lives with you, know your landlord before your tenancy started?

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If yes, how did you or they know your landlord?

Yes		No	
-----	--	----	--

Do you have any children from a relationship with your landlord?

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Do you share the property with your landlord?

Yes		No	
-----	--	----	--

If yes, please tell us what rooms in the property you share with your landlord.

Yes		No	
-----	--	----	--

Do you pay your rent direct to your landlord?

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If no, who do you pay your rent to?

Yes		No	
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Please give their name, address and phone number below.

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Section B**Other changes**

Have you had any other changes in your circumstances, for example, a change in your income or savings, or someone has moved in or out of your home.

Yes		No	
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If yes, please tell us about your changes in the box below.

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C1 Payment to you

We pay Housing Benefit by Bacs. This means we pay your Housing Benefit direct to your bank or building society account. This is a safer way of being paid and you do not have to wait for the payment to clear.

Please give us your bank or building society account details. We cannot pay into a post office account or a building society savings account.

What is the name of the bank or building society you want your Housing Benefit paid to?

What is the address and postcode?

Whose name is the account in?

What is the account number?

What is the sort code?

		-			-		
--	--	---	--	--	---	--	--

Please make sure your account number is correct and written clearly, or we may not be able to pay your benefit into your bank account.

If you do not have an account that accepts Bacs payments, we will pay you by cheque.

C2 Payment to your landlord

If you rent your property from a housing association, or pay rent for a mobile home, we can pay your Housing Benefit to your landlord.

If you want your benefit to be paid direct to your housing association or mobile-home park, you and your landlord must sign this section.

I agree to accept direct payment of Housing Benefit for

Tenant's name

I agree to tell you as soon as the tenant moves out of the property, or if I believe that they are no longer entitled to the amount of Housing Benefit they receive. I will pay you any benefit I receive which the tenant is not entitled to.

If you pay me Housing Benefit after the date the tenant moved out, I will repay the money or allow it to be taken from any payments you make to me in the future, whether or not the tenant has any rent arrears.

I understand that you can ask me for rent statements, which show that payments of Housing Benefit have been paid to the tenant's rent account. I understand that I must keep records of rent accounts and that you cannot get involved in disputes between me and the tenant.

Signed (Landlord) Date

Your name (in CAPITALS)

Signed (Tenant) Date

Your name (in CAPITALS)

If you rent your property from a private landlord, we have to pay the benefit to you, not them. In certain circumstances where you find it hard to deal with your money, we may be able to pay your landlord.

Do you want us to pay your landlord?

Yes		No	
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If yes, we will send you a form to fill in. This will help us decide whether we can pay your landlord.

Under the Data Protection Act 1998 we must have your permission before we can share information about you.

If you give us permission we can tell your landlord:

- whether or not you have claimed for Housing Benefit;
- whether we have decided to pay you Housing Benefit; and
- that we need more information from you before we can decide whether to pay you Housing Benefit.

There may be other information about your claim that we need to check with your landlord (such as the date your tenancy started), before we can pay you Housing Benefit. We can ask your landlord for this information even if you have not given us permission.

We can also talk to your landlord about any Housing Benefit we have overpaid them. We will not discuss anything else with your landlord without your permission. We will not give your landlord any information about your personal circumstances.

If you do not give us permission to share information about your claim with your landlord, it will not affect your claim.

If you give us permission but then change your mind, phone us on 01702 318197 or 01702 318198 or email us at **revenues&benefits@rochford.gov.uk**

If you want to give us permission to discuss your claim with your landlord, please sign below.

I give Rochford District Council permission to share information about my Housing Benefit claim with my landlord or their estate agent.

Signed

Date

We must see **original** documents, not copies. **If you do not provide all the proof we need, we may not be able to pay you any Housing Benefit.**

If you cannot send the proof we need, send the form back to us **now** and send the proof to us within **one month**. We can start to work on your claim, **but we will not be able to pay you any Housing Benefit until we have all the proof we need.**

Please tick the box to show which documents you are sending with this form.

We **must** see the following.

Your tenancy agreement (the original, not a copy) or proof of your last rent increase.

The notice of registration form (RO5) if you have a protected or regulated tenancy (that is, your rent that has been agreed by the rent service),

or a letter from your landlord or their agent, that shows:

- how much rent you pay;
- how often you pay your rent;
- when the tenancy started; and
- which services, if any, are included in your rent.

About people you rent rooms to

We need to see proof of your rent you are charging them every week or month. For example, a rent book or an up-to-date rent statement.

Data protection

We will keep the information you have given us confidential. We will store it on a computer and use it to deal with your benefit claim. We will only give your details to someone else if we are asked to by law. This is in line with the Data Protection Act 1998.

Preventing fraud

We must protect the funds we manage. We may use the information you have provided on this form to prevent and detect fraud. We may also share this information with other organisations that manage public funds, to prevent and detect fraud.

If there is any other information you think we may need to be able to deal with your claim, please tell us in section B.

Section F

Declaration

Please read this declaration carefully

- The information I have given on this form is true, and I have given as much information as I can.
- You can check the information I have given.
- I will write to you to tell you straight away about any changes to my financial, or family circumstances, or change of address.
- I can be prosecuted if any of the information I give is untrue, or if I do not give you any information that I have and that is relevant to my claim.

When you have filled in this form, please read the form again and check that you have sent us all the proof we have asked for.

Finally, before you send the form to us, please read this declaration again and sign it and fill in the boxes below.

You

Your partner

Your signature

Your signature

Your full name
(in CAPITALS)

Your full name
(in CAPITALS)

Date

Date

Section G

If you have filled in this form for someone else

You must fill this section in if you have filled in this form for someone else.

Your name

Your address

Your signature

Your phone number

Your relationship to the person claiming
Housing Benefit or Council Tax Benefit,
or both. Examples include 'friend' and 'agent'.

Date

If you need free and independent advice you can contact the following citizens advice bureaus.

Rayleigh

Rayleigh Civic Suite, Hockley Road, Rayleigh

Open Monday 10am–2pm
Tuesday Closed
Wednesday Pre-booked appointments
Thursday 10am–2pm
Friday 10am–2pm
Phone: 0844 4770808

Rochford

Back Lane, Rochford

Open Monday Closed
Tuesday 10am–2pm
Wednesday Closed
Thursday 10am–2pm
Friday Closed
Phone: 0844 4770808

Southend

1 Church Road, Southend

Open Monday to Friday 10am–4pm
Phone: 0844 4770808

If you need help filling in the form

You can phone us on 01702 318197 or 01702 318198 between 8am and 6pm, Monday to Friday. You can come to our offices between 8.30am and 5.30pm, Monday to Thursday and between 8.30am and 5pm on Friday. We are closed at the weekend. Our address is on the front of this form.

If you would like this information in large print, Braille or another language, please phone 01702 318111



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Phone: 01702 546366
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Website: www.rochford.gov.uk



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IN PEOPLE** | Gold