



Change of Address for a Council Tenant or Claiming Council Tax Support Only

If you are renting from a private landlord at your new address (this includes housing associations), please fill in a change of address form for a private tenant instead of this form.

Claimant name:	<input type="text"/>	Claimant PIN :	<input type="text"/>
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I wish to report the following change in my circumstances:

Moving from:	Moving to:
<input type="text"/>	<input type="text"/>
Postcode:	Postcode:

Contact telephone number:

Can we contact you by text?

What date did you move in, or what date are you intending to move in, to the new address?

If you have not yet moved in to your new address, you will need to get in touch with us again to tell us when you have moved in.

If you were paying rent at your old address, what date do you have to pay the rent up to?

Do you have an agreement to pay rent at the new address?

Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
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If you are paying rent at your new address, and it is not to the council, you need to fill in a change of address form for a private tenant instead of this one.

Will you be responsible for the council tax at the new address?

Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
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If not: Who is the council tax payer at the new address?

What is your relationship to the council tax payer?

Has there been any change to your household from when you moved?

Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
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If yes: Who has moved in, or not moved with you?

What address have they moved to or moved from?

Has there been any change to your household income from when you moved?

Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
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If yes: What income has changed?

If you have been asked to provide evidence to support the change, please provide it by:

Declaration:

Please mark each statement that applies to you with a **X**

I confirm that I still wish to claim Housing Benefit and/or Council Tax Reduction;

I am currently receiving only Housing Benefit, but as a result of the change of address I would now like to claim Council Tax Reduction as well;

I am currently receiving only Council Tax Reduction, but as a result of the change of address I would now like to claim Housing Benefit as well;

I also confirm that there have been no other changes to my circumstances than those given above.

I no longer wish to claim Housing Benefit and/or Council Tax Reduction from the date my circumstances changed.

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. This may include prosecution through the courts.
- **I agree** that you will use the information I have provided to process my claim for Housing Benefit and/or Council Tax Reduction. You may check or 'data match' the information with other sources as allowed by the law.
- **I know** that I must let you know in writing about any change in my circumstances which might affect my claim and understand that failure to do so may result in you taking action against me. This includes prosecution through the courts.

Claimant Signature:		Date:	
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If someone has filled this form in on your behalf, they need to complete below:

Form completed by (print name):		Signature:	
Title or relationship to claimant:		Date:	

Contact Us:	Phone: (01522) 873355
Benefits Service	Fax: (01522)542569
PO BOX 1257	Email: benefits@lincoln.gov.uk
Lincoln LN5 5PQ	Website: www.lincoln.gov.uk

General Note to all Applicants

Please inform the Benefits Service **IN WRITING** if you have any changes in your circumstances that may affect your entitlement to Housing Benefit and/or Council Tax Reduction. Proof, where appropriate, should also be provided. Some examples of changes are provided below:

A RELEVANT CHANGE OF CIRCUMSTANCE INCLUDES:

- An increase or decrease in income.
- Income Support/ Jobseekers Allowance starting or stopping.
- You and/or your partner’s capital increases or decreases.
- You or your partner goes into hospital.
- Anyone moves in or out of your home, no matter how many nights they stay.
- Anyone in your household starts or stops employment.
- Anyone in your household ceases to be eligible for child benefit.
- Anyone reaches the age of 18 and either continues in full time education, starts work or receives benefit.
- A non-dependant aged 18-24 starts or stops receiving income support/ jobseekers allowance or their wages increase or decrease.
- Any changes in the amount of money you receive from a border or sub-tenant.

This list is only intended as a guide. Remember; if in doubt inform us anyway.

It is important that you should let us know of changes of circumstance as soon as they happen as Housing Benefit and/or Council Tax Reduction cannot normally be backdated. Failure to do so is a criminal offence, any overpayment of Housing Benefit and/or Council Tax Reduction caused by late notification of a change of circumstance will be repayable.

Please note: As part of our duty to protect public funds the information you provide on this form may be used for the prevention and detection of fraud. We may also share this information with other public and private sector organisations for these purposes. We will not sell your data to third parties and we will only share data where it is legal to do so. For further information and contact details see our fair processing notice on the Council’s website: www.lincoln.gov.uk/dmnotice