

# Change of address form for a private tenant



<b>Name:</b>		<b>PIN number:</b>	
<b>New address:</b>			

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

**When did you start renting this property?**

**If you have not moved in yet, tell us the date you expect to move in, then contact us again to tell us when you have actually moved in.**

**Contact telephone number:**

**Could you afford to pay the rent when you first moved into this property?** Yes   
 No

**Who has to pay the Council Tax bill for your new address?**

You or your partner

Your landlord

Someone else

**Tell us who it is.**

**If it is you or your partner who have to pay it, did you receive Council Tax Reduction at your previous address?** Yes   
 No

**If you have answered no to the previous question, do you now want to claim Council Tax Reduction as well as Housing Benefit at your new address?** Yes   
 No

## Part 1 – details for your Housing benefit claim

### What is your landlord's full name and business address?

By landlord we mean the person or organisation that owns the property you live in.

Postcode

Can we speak to your landlord or their agent about your claim if they contact us about the progress of your claim?

Yes

No

### If your landlord has an agent, tell us their full name and address.

By agent we mean the person or organisation you actually pay your rent to.

Postcode

We will not give your landlord any personal information; it would only be to confirm if you have made a claim, if we have made a decision, or if we are waiting for more information to complete the claim.

Are you, or any member of your household, related to your landlord, or your landlord's partner?

Yes

No

Who is related to them?

What is their relationship?

Related includes related through marriage, even if the marriage has ended. Some examples are ex-wife or husband, aunt, brother, daughter, father, grandchildren, grandparents, son-in-law or step-daughter.

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 are you charged, and how often do you have to pay it?**

For example, every week, every four weeks or monthly

£	every
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**Do you share the rent with anyone else other than your partner, if you have one?**

No

Yes  Tell us the details below.

**Tell us their name, and their relationship to you.** For example, are they are joint tenant or a lodger.

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**How much rent do they pay, and how often?** For example, every week, every fortnight, every four weeks or monthly.

£	every
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**We must see evidence of your rent and tenancy before we can decide how much benefit we can pay you.**

**Does your rent include payments for any of the following?**

**Meals**

No

Yes  Which meals does it cover?

Breakfast	<input type="checkbox"/>
Lunch	<input type="checkbox"/>
Evening Meal	<input type="checkbox"/>

**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 facilities/ laundering**

No

Yes  How much? £ every

**Cleaning rooms or windows**

No

Yes

How much?

£ every

**Cleaning of communal areas**

No

Yes

How much?

£ every

**Lighting of communal areas**

No

Yes

How much?

£ every

**Gardening**

No

Yes

How much?

£ every

**Garage or parking space**

No

Yes

How much?

£ every

If there is one, do you have to rent it as part of your tenancy agreement?

No

Yes

**Personal care and support**

No

Yes

How much?

£ every

**Do you pay any service charges separate to 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?

**Do you have any weeks where you do not have to pay any rent?**

No

Yes

Please tell us when they are

**Are you behind with your rent?**

No

Yes  **By how many weeks?**

**What sort of building do you live in?**

Tick one box only

Detached House  Flat in a house  Caravan, mobile home

or houseboat

Semi-detached house  Flat in a block  Board and lodgings

Terraced house  Flat over a shop  Hotel

Maisonette  Bedsit or rooms,  Residential nursing   
or a studio flat home

Detached bungalow  Hostel  Residential care home

Semi-detached bungalow  Other – give details below

**Do you and your household occupy part of the building, or all of it?**

All of it

Part of it

If only part of it, where in the building do you live? Looking at the house from the road outside, do you live:

At the front  In the middle  At the back

On the left  On the right

**How many floors are there in the property?**

**Which floors do you live on?**

For example, ground floor, first floor, or all.

**How many rooms are there**

Living Rooms

Bed-sitting rooms

Bedrooms

Bathrooms or shower rooms

Toilets

Kitchens

Other rooms

<b>In the whole building</b>	<b>Just for you and your household</b>	<b>That you share with other people</b>

**Does your home have central heating?**

**No**

**Yes**

**Does your home have a garage?**

**No**

**Yes**

**Do you use your home for business?**

**No**

**Yes**

## Part 2. Any other changes

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 when you changed address?

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?

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**We may need to ask you for further information and to provide proof of any other changes - we will contact you if it is needed.**



# Payment by BACS form – PLEASE PRINT CLEARLY IN BLUE OR BLACK INK

Account name:

Sort code:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Your signature:

Your name (Block Capitals):

Your Address:

Date:

Telephone number:

## Declaration

**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.

<b>Claimant Signature:</b>		<b>Date:</b>	
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**If someone has filled this form in on your behalf, they need to complete the form below.**

<b>Form completed by (print name):</b>		<b>Signature:</b>	
<b>Title or relationship to claimant:</b>		<b>Date:</b>	

### Contact us:

Revenues & Benefits  
PO Box 1257  
City Hall  
Lincoln  
LN5 5PQ

Phone: (01522) 873355  
Fax: (01522) 542569  
Email: [benefits@lincoln.gov.uk](mailto:benefits@lincoln.gov.uk)  
Website: [www.lincoln.gov.uk](http://www.lincoln.gov.uk)

## **General Note to all claimants**

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](http://www.lincoln.gov.uk/dmnotice)*