



Housing Benefit and/or Council Tax Reduction Change of Household: Partner moving in/moving out

Fill in this form only if it is your partner who is moving in or out. For anyone else, please fill in the general change of household form.

Claimant name:

Claim Pin

Address:

Postcode:

Contact telephone
number:

Can we contact
you by text?

If your partner has moved out, please fill in Part A;
If your partner has moved in, please fill in Part B;
For any change please complete the declaration.

Part A. Partner moving out.

Their name:

The date they moved out:

Address they have moved to:

Postcode:

Has your household income or capital changed as a result of your partner moving out?

Yes

No

If you have answered yes, please give details of how your income has changed and provide proof of any new income or any change to existing income:

Part B. Partner moving in.

The following person has moved in to my address as my partner:

Their name: Date of birth:

Their National Insurance Number:

The date they moved in:

Their previous address:
Postcode:

What is their Nationality:

If their nationality is not British, on what date did they last enter and apply to stay in the UK:

Do they have any income, capital or savings of their own?

No Go to the Declaration section.

Yes Please give the details below.

What is the income or capital item?	How much is received?	How often it is paid?
<input type="text"/>	<input type="text"/>	<input type="text"/>

We will need to see proof of any income, capital and savings your partner has. We will also need 2 documents for proof of their identity and evidence of their National Insurance number.

If they are working, please answer the following questions:

Where do they work? Please give the name and address of their employer.	<input type="text"/>
What date did the employment start?	<input type="text"/>
How many hours do they usually work each week?	<input type="text"/>
How often do they get paid?	<input type="text"/>

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(s) reported above, I would now like to claim Council Tax Reduction 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 carefully before you sign and date the form.

- **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:**

If someone has completed this form on your behalf, they need to complete below:

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

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 and 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, and any overpayment of Housing Benefit and/or Council Tax Reduction caused by late notification of a change of circumstance will be repayable.

Contact Us:

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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