



## Change of Address - Request For Housing Benefit To Be Paid On Two Homes

**You should only complete this form if you are applying for housing benefit to be paid to cover a period of overlapping rent on your old and new address.**

**Please read the following guidance notes before you complete this form.**

Housing Benefit may be paid on two properties at the same time, only in certain circumstances, and only for a maximum of four weeks:

- Where you have left your previous address due to the threat of violence, or;
- You have signed up for a new tenancy, but your move has been delayed whilst the new property is being adapted for the disabled needs of a member of your family, or;
- It was unavoidable having liability on two addresses at the same time after moving.

By unavoidable, we mean that you needed to move to your new address, and because of that need you had to take on the new rent liability before your old one had ended. This might be because of a medical need, or to provide your household with more suitable accommodation (to reduce overcrowding), or some other reason why you could not continue to live at your previous address.

It would not normally apply where your previous address provides for the needs of your household at the time you decided to move, so that it was not necessary for you to move out straight away.

**If you think that your circumstances meet one of the above, please complete this form.**

Claimant  
name:

Claim  
Ref. number:

Moving from:

Moving to:

Postcode:	Postcode:

What date did you decide to take the new tenancy?

What date does the new tenancy begin?

- please provide your new tenancy agreement, if you haven't already.

What date did you give notice to your old landlord you were moving?

What date do you have to pay the rent up to at your old address?

- Please provide the notice letter from your landlord, if you haven't already.

What date did you actually move in to your new address?


The following questions need to be answered by the claimant.

**Why did you decide to move to the new address?**

**Is there any reason why you could not have stayed at your previous address until end of the notice period? If you could not, please say why:**

**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:**

**Contact Us:**

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

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