



## HARBOROUGH DISTRICT COUNCIL

Revenues and Benefits Service, PO Box 10004, Hinckley, LE10 9EJ

Telephone: 01858 828282

Fax: 01455 619853

E-mail: [benefits@harborough.gov.uk](mailto:benefits@harborough.gov.uk)

Website: [www.harborough.gov.uk](http://www.harborough.gov.uk)

### CHANGE OF ADDRESS FORM

|   |  |
|---|--|
| <b>Name:</b>  | <b>Claim No:</b>                       |
| <b>Old Address:</b>   |  |
| <b>Name &amp; Address of old Landlord:</b>  |  |
| <b>Tel Number: Home:</b><br><b>Mobile:</b><br><b>Email:</b>   | <b>Tenancy End Date if applicable:</b> |
| <b>Regarding the old property -</b><br>Are you leaving any furniture in the property? Yes <input type="checkbox"/> No <input type="checkbox"/><br>If yes, please list:<br><br>Is the old property let:<br>Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/> Part-furnished <input type="checkbox"/><br>Please give details of part-furnished: |  |

|   |  |
|---|--|
| <b>New address Tenancy Start Date if applicable:</b>  | <b>Do you own the new property: YES / NO</b>         |
| <b>Expected/Actual Moving Date:</b>   | <b>Date all furniture is/was removed:</b>            |
| <b>Is the new property let:</b><br>Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/> Part-furnished <input type="checkbox"/><br><b>Please give details of part-furnished:</b><br><b>Number of bedrooms in the property:</b> |  |
| <b>New Address:</b>   | <b>Name &amp; Address of Landlord if applicable:</b> |
| <b>Who has submitted the change?</b><br>Full name: Relationship to claimant:<br>Address if different from above:  |  |
| <b>Has there been any changes in your Income or Capital) : YES / NO</b><br>If yes provide details:  |  |
| <b>Has there been any changes in your Household: YES / NO</b><br>If yes provide details:  |  |

|   |  |
|---|--|
| <b>Private Tenants Only - If you fall under one of the following categories we can pay housing benefit direct to you or your landlord</b>   |  |
| >You are a tenant of a Registered Social Landlord (Housing Association)   | >In a tenancy that began before 1989   |
| >Renting from a charitable organisation that provides support   | >Living in a caravan, houseboat, mobile home or hostel                       |
| >Living in board & attendance accommodation (hostel)  |  |
| If you fall under one of the above would you like payment to go to  | <b>You</b> <input type="checkbox"/> <b>Landlord</b> <input type="checkbox"/> |
| Please note: if you do not fall under one of the above categories we will only make payments of housing benefit direct to you. If you feel there is a special reason why we should pay your housing benefit direct to your landlord, please give details below: |  |
| <b>I wish to continue with my claim for Housing/Council Tax Benefit - YES / NO</b>  |  |

**Declaration**

The information I have provided is a true statement. **I will endeavour to provide any information requested within 7 days** to ensure that my claim is dealt with as quickly as possible and I understand that any delay in providing information may result in my claim being held up. I accept that additional information may be required.

**Please note** – In total you have one month in which to provide all the information requested, if you do not provide the information within the time limit it may result in your claim receiving a nil assessment due to failure to supply the information

**Signature:**

**Date:**

**Would you like to pay your council tax by direct debit? Yes  No**

**Evidence Provided**

**Please list here any evidence you are supplying with this form:**

**If you are claiming Housing Benefit we must see original proof of your rent and tenancy before we can decide how much benefit you can get. This should be your original tenancy agreement or letters from your landlord or agent. We also need to see original proof that you have been paying your rent, such as a rent book or receipts.**

**ALL EVIDENCE MUST BE ORIGINAL DOCUMENTS – PHOTOCOPIES WILL NOT BE ACCEPTABLE**

We ask you to endeavour to provide any information requested within 7 days to ensure that your claim is dealt with as quickly as possible and any delay in providing information may result in my claim being held up. Additional information may be required..

**REMEMBER TO TELL US ABOUT YOUR FUTURE CHANGE IN CIRCUMSTANCES**

If you don't tell us within one month of the change and the change means you get more benefit, we can only do the change from the Monday after you tell us. So you could lose benefit if you don't tell us in time.

**NOT TELLING US ABOUT A CHANGE**

could result in a Fraud investigation and possible prosecution