



## HARBOROUGH DISTRICT COUNCIL

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### PRIVATE TENANT CHANGE OF ADDRESS FORM

<b>Name:</b>	<b>Claim No:</b>
<b>Old Address:</b>	<b>Old Landlords name and address:</b>
<b>Tel Number: Home: Mobile: Email:</b>	<b>Tenancy End Date:</b>
<b>Who has submitted the change?</b> Full name: _____ Relationship to claimant: _____ Address if different from above: _____	
<b>Expected/Actual Moving Date:</b>	
<b>Council Tax Reference Number:</b>	<b>Date all furniture is removed:</b>
<b>New Address:</b>	
<b>Has there been any changes in your Income or Capital) : YES / NO</b> If yes provide details:	
<b>Has there been any changes in your Household: YES / NO</b> If yes provide details:	

<b>What sort of tenancy do you have ? (eg. assured, assured shorthold)</b>	
<b>Tenancy start and end dates :</b>	
<b>What date did you actually move into this address?</b>	
<b>Does your landlord live at this address?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Has a fair rent been registered on the property?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Have you applied for a pre-tenancy determination?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Does anyone else share the rent with you and your partner?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>If 'Yes' tell us the names of the other people who share the rent</b>	
<b>What is your landlord's name and address? By 'landlord' we mean the person or organization who owns the property you live in</b>	
<b>If your landlord has an agent, tell us their name and address. (By 'agent' we mean the person or organisation you actually pay rent to).</b>	

Are you, or a member of your household (including children) related in any way to your landlord or landlord's agent?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If 'Yes' what is the relationship? Related includes related through marriage, even if the marriage has ended.		
Have you or your partner ever owned or part-owned the property?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

### ABOUT WHERE YOU LIVE

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

Detached House	<input type="checkbox"/>	Semi-detached house	<input type="checkbox"/>	Terraced house	<input type="checkbox"/>
Detached bungalow	<input type="checkbox"/>	Semi-detached bungalow	<input type="checkbox"/>	Terraced bungalow	<input type="checkbox"/>
Flat in a block	<input type="checkbox"/>	Flat in a house	<input type="checkbox"/>	Flat over a shop	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>	Hotel or hostel	<input type="checkbox"/>	Caravan or	
Mobile home	<input type="checkbox"/>	Bedsit or room	<input type="checkbox"/>	Other (please say what) :	

How many floors and rooms are there in the whole building?	<b>FLOORS</b>		<b>ROOMS</b>	
Which floor or floors do you live on?				
Do you and your household occupy only part of the building?	No <input type="checkbox"/>		Yes <input type="checkbox"/>	
If 'Yes' where in the building do you live?	Front <input type="checkbox"/>	Middle <input type="checkbox"/>	Back <input type="checkbox"/>	
How many different rooms are there in the building? For Local Housing Allowance cases, only complete the number of bedrooms	<b>In the whole building</b>	<b>Just for you and your household</b>	<b>That you share with other people</b>	
<b>Bedrooms</b>				
<b>Living rooms</b>				
<b>Bedsitting rooms</b>				
<b>Kitchens</b>				
<b>Bathrooms</b>				
<b>Toilets</b>				
<b>Other rooms</b>				
Are you responsible for decorating inside the building?	No <input type="checkbox"/>		Yes <input type="checkbox"/>	
Do you use your home for business?	No <input type="checkbox"/>		Yes <input type="checkbox"/>	
<b>Is the property let:</b> Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/> Part-furnished <input type="checkbox"/> Minimally Furnished <input type="checkbox"/> (carpets/curtains only) <input type="checkbox"/> Please give details of part-furnished				
<b>Regarding the old property -</b> Are you leaving any furniture in the property? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list  Was the old property let: Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/> Part-furnished <input type="checkbox"/> Please give details of part-furnished				

How much is the rent for your home?	£	Every (week, fortnight, four weeks, calendar monthly etc)
Do you get any rent-free weeks during the year?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Has your rent changed in the last 12 months?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

<b>When is the next rent increase due?</b>		
<b>Do you pay water charges direct to a water authority?</b>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Who pays Council Tax on your home?</b>	You & your partner <input type="checkbox"/>	Your landlord <input type="checkbox"/>

If the property falls under the **Local Housing Allowance Scheme** you **do not need to fill in this section** – go to **PAYING YOUR BENEFIT**

Does your rent include money for any of the following services:

Heating	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£
Lighting	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£
Hot water	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£
Fuel for cooking	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£
Laundry	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£
Gardening	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£
Having your room or rooms cleaned	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£
Other services	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£
Council Tax	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£
Water Rates	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£
Garage or parking space	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£
Do you have a choice to rent it?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£
Meals	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
If 'yes' say which	Morning <input type="checkbox"/>	Lunch <input type="checkbox"/>	Evening <input type="checkbox"/>
Do you have central heating	No <input type="checkbox"/>	Yes <input type="checkbox"/>	

#### **PAYING YOUR BENEFIT**

**All payments of housing benefit will be made directly to you** unless you fall under one of the following:

- 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)

These properties are exempt from LHA so would you like payment to go to:

You  Landlord

If you feel there is a special reason why we should pay your Housing Benefit direct to your landlord, please give details below:

If you give us a special reason you will be required to complete an exceptional circumstances form

#### **SHARING INFORMATION WITH YOUR LANDLORD**

Sometimes, sharing information with your landlord helps us deal with your claim more quickly and reduces the risk of you falling behind with your rent because of your claim being delayed. We would only share information with your landlord if you:

- Have agreed that we can pay your housing benefit straight to your landlord.

But in either case, under the Data Protection Act, we need your permission to share information. If you give us permission, we would be able to tell your landlord:

- Whether or not you had claimed for housing benefit and, if so, whether or not we have made a decision on your claim; and
- If we need more information to make a decision on your claim and, if so, what information this is

There may be other information about your claim that we need to check with your landlord, such as the date your tenancy started, before we can make a decision on your claim. If this is the case, we have to ask your landlord if you have not given us permission to discuss your claim with them. But unless you have given us permission by signing this form, we will not discuss anything else with your landlord.

We will not give your landlord any information about:

- Your personal or household circumstances; or
- Your financial circumstances

If you want to give us **permission to discuss your claim with your landlord**, please sign below.

I give you permission to share my information about the progress of my Housing Benefit claim with my landlord or their representative.

Your signature:

Date:

**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 any 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

**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 the information requested within 7 days to ensure that my 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 that has not been requested on this form.

**REMEMBER TO TELL US ABOUT YOUR FUTURE CHANGES 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**