

CHANGE OF ADDRESS		
NAME		ISSUED
ADDRESS		
TELEPHONE NUMBER		
BENEFIT REFERENCE		RECEIVED

When did you start renting your home?

When did you move to this address?

This may not be the same date

If you have not moved in yet, tell us when you expect to move in

What sort of tenancy do you have?

For example, shorthold, periodic or something like this.

How long is the tenancy for? to

Please tick to show if the property is let as:

furnished	<input type="checkbox"/>	partly furnished	<input type="checkbox"/>	unfurnished	<input type="checkbox"/>
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How much rent do you pay? £ every

You must send in proof, for example your tenancy agreement or rent book. (week/fortnight/4 weeks/month)

Does anyone else share the rent with you and your partner? **No** **Yes** Tell us their names

When is the next rent increase due?

Has your rent been registered as a fair rent by a rent officer? **No** **Yes**

Are there any weeks when you do not have to pay rent? **No** **Yes** How many?

Who pays the Council Tax on your home?

You and your partner	<input type="checkbox"/>	Your landlord	<input type="checkbox"/>	Someone else	<input type="checkbox"/>
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Tell us who pays the Council Tax

Are you living away from home at the moment?

No

Yes Tell us why you are not living at home

When did you last live at home?

When do you expect to go back home?

Tell us the address where you are living at the moment

If your home has been sublet, tell us who lives there now

Do you pay water charges direct to the water authority?

No Yes

Meals

No Yes How Much? £

Which meals are included? Breakfast Lunch Dinner

Heating

No Yes How Much? £

Lighting

No Yes How Much? £

Hot Water

No Yes How Much? £

Fuel for cooking

No Yes How Much? £

Laundry

No Yes How Much? £

Gardening

No Yes How Much? £

Garage or parking space

No Yes How Much? £

Do you have to rent the garage as part of your tenancy agreement? No Yes

General counselling and support No Yes How Much? £

Cleaning of your rooms and windows No Yes How Much? £

Emergency alarm system No Yes How Much? £

Care and support No Yes How Much? £

Do you pay any service charges separate from your rent? No Yes How Much? £

For example, for cleaning or lighting in shared areas, an alarm system, a warden or lift maintenance. What for?

What is your landlord's full name and home address?

	Postcode

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

	Postcode

By agent we mean who you actually pay your rent to.

Are you, your partner or children related to your landlord or agent, or to your landlord's partner or the agent's partner?

No

Yes What is the relationship?

Related includes related through marriage, even if the marriage has ended.

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Have you or your partner ever lived in the accommodation with your landlord at any time?

No Yes

Did you or your partner ever own the property you now let?

No Yes

Would you like your benefit paid straight to your landlord?

No Yes (see insert)

What sort of building do you live in?

Detached house	<input type="checkbox"/>	Flat in a house	<input type="checkbox"/>	Hotel	<input type="checkbox"/>
Semi-detached house	<input type="checkbox"/>	Flat in a block	<input type="checkbox"/>	Board or lodgings	<input type="checkbox"/>
Terraced house	<input type="checkbox"/>	Flat over a shop	<input type="checkbox"/>	Caravan or mobile home	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>	Bedsit or rooms	<input type="checkbox"/>	Other	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Hostel	<input type="checkbox"/>	Houseboat	<input type="checkbox"/>

Is there more than one floor?

No

Yes How many floors are there?

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Which floors do you live on?

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Do you and your household occupy only part of the building?

No

Yes Where in the building do you live?

At the front In the middle At the back

How many rooms are there in the building?

In the whole building?

Just for you and your household?

That you share with other people?

Living rooms

Bedsitting rooms

Bedrooms

Bathrooms or Shower Rooms

Toilets

Kitchens

Other rooms

Do you use your home for business?

No

Yes

Do you have another home somewhere else?

No

Yes

What is the address?

If your other home is somewhere else in the UK or abroad, tick 'Yes' even if you do not pay rent for it.

	Postcode

How much rent do you pay for this home?

£

DECLARATION

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, they must sign this declaration as well.

Please read this declaration carefully before you sign and date it.

I understand the following

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Support, or both. You may check some of the information with other sources as allowed by the law.
- You may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private sector companies such as banks and organisations that may lend me money, if the law allows this.
- Eastleigh Borough Council is the data controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use that information you can ask.

I know I must let the council know about any change in my circumstances which might affect my claim.

I declare the information I have given on this form is correct and complete.

Signature of person claiming

I give permission for my partner to discuss this claim

(✓)

Signature of partner