

Do you have a partner who normally lives with you?

No Yes If you have a partner you must answer all the questions about them as well as yourself.

By partner we mean someone you are married to, have a civil partnership with or live with as if you are married.

You

Title (Mr, Mrs, Miss, Ms, Other)

Text input field for title

First names

Text input field for first names

Surname or family name

Text input field for surname

Date of birth

Date of birth input fields: Day / Month / Year

National Insurance number

National Insurance number input fields: Letters Numbers Letter

Daytime telephone number

Text input field for daytime telephone number

You do not need to tell us this, but it may help us to deal with your claim more quickly.

Mobile telephone number

Text input field for mobile telephone number

You do not need to tell us this, but it may help us to deal with your claim more quickly.

Email address

Text input field for email address

You do not need to tell us this, but it may help us to deal with your claim more quickly.

Your spouse, partner or civil partner

Title (Mr, Mrs, Miss, Ms, Other)

Text input field for title

First names

Text input field for first names

Surname or family name

Text input field for surname

Your spouse or civil partner *continued*

Date of birth

Day / Month / Year

National Insurance number

Letters Numbers Letter

Part 2

Address details

My new address is:

House number or name
Street
Town
Postcode

Large empty box for new address details

What date did you move to this address?

Day / Month / Year

My previous address was:

House number or name
Street
Town
Postcode

Large empty box for previous address details

What date did you move out of this address?

Day / Month / Year

My spouse, partner or
civil partner's address was:

House number or name
Street
Town
Postcode

Large empty box for spouse/partner address details

What date did they move out of this address?

Day / Month / Year

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

Related includes related through marriage, even if the marriage has ended. Some examples are ex-wife, ex-husband, brother, daughter, father, mother, son-in-law or stepdaughter.

No

Yes *What is the relationship?*

is my landlord's or agent's

When did you start renting your home?

Day / Month / Year

When did you move to this address?

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

Exact date

Day / Month / Year

Expected date

Day / Month / Year

What sort of tenancy do you have?

For example, shorthold, assured tied rent or something like this.

How long is the tenancy for?

Day / Month / Year to Day / Month / Year

What is the property let as?

Tick the box that applies.

Furnished

Partly furnished

Hardly any furniture

Unfurnished

How much of the rent do you pay and how often?

For example, every week, every fortnight, every four weeks, monthly.

£ every

Does anyone else share the rent with you and your partner?

Tell us their names and their relationship to you and your partner.

No Yes *Tell us the details below.*

How much of the rent do you pay and how often?

For example, every week, every fortnight, every four weeks, monthly.

£ every

Has your rent changed in the last 12 months?

No Yes *Send us proof of the date it changed and how much it changed.*

When is the next rent increase due?

Day / Month / Year

Has your rent been registered as a fair rent by a rent officer?

No Yes *Please send us the notice of registration form RO5.*

Do you have any weeks when you do not have to pay rent?

No Yes *How many in a year?*

Are you behind with your rent?

No Yes *By how many weeks?*

What sort of building do you live in?

Tick one box only.

- | | | |
|---|---|--|
| Detached house <input type="checkbox"/> | Flat in a house <input type="checkbox"/> | Caravan, mobile home or houseboat <input type="checkbox"/> |
| Semi-detached house <input type="checkbox"/> | Flat in a block <input type="checkbox"/> | Board and lodgings <input type="checkbox"/> |
| Terraced house <input type="checkbox"/> | Flat over a shop <input type="checkbox"/> | Hotel <input type="checkbox"/> |
| Maisonette <input type="checkbox"/> | Bedsit or rooms or a studio flat <input type="checkbox"/> | Residential nursing home <input type="checkbox"/> |
| Bungalow <input type="checkbox"/> | Hostel <input type="checkbox"/> | Residential care home <input type="checkbox"/> |
| Other - give details <input type="checkbox"/> | | |

How many floors are there in the building?

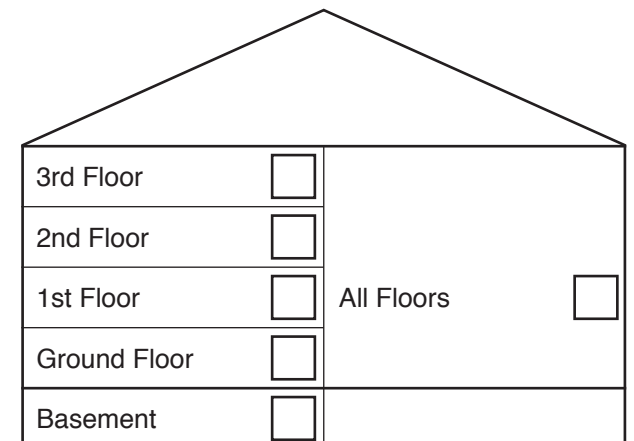
Does your household occupy only part of the building?

No Yes

If Yes, where in the building do you live?

At the front In the middle At the back

Which floor do you live on e.g. first, ground etc? Please indicate on the diagram.



How many rooms are there in your accommodation?

	In the whole building	Just for you and your household	That you share with other people
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms with toilet	<input type="text"/>	<input type="text"/>	<input type="text"/>
Separate toilet	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does your home have central heating?

- No
- Yes

Does your home have a garden?

- No
- Yes

Does your home have a garage?

- No
- Yes

Does your home have a parking space?

- No
- Yes

We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist in the guidance notes to see what you can use as evidence.

Does your rent include money for the following?

Meals	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>How much?</i>	£	every			
						For which meals? Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Evening meal <input type="checkbox"/>
						Please tick.		
Council Tax	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>How much?</i>	£	every			
Water authority charges	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>How much?</i>	£	every			
Lighting	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>How much?</i>	£	every			
Hot water	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>How much?</i>	£	every			
Fuel for cooking	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>How much?</i>	£	every			
Laundry	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>How much?</i>	£	every			
Cleaning rooms or windows	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>How much?</i>	£	every			
Gardening	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>How much?</i>	£	every			
Garage or parking space	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>How much?</i>	£	every			
						Do you have to rent the garage as part of your tenancy agreement?		
						No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Personal care and support	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>How much?</i>	£	every			
Do you pay any service charges separate from your rent, for example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<i>How much?</i>	£	every			
						What for?		

You must supply a separate service schedule if your services are included in your rent.

- If you are a Council Tenant, we will pay any Housing Benefit you are awarded into your rent account.
- If you are not a Council Tenant and are awarded Housing Benefit, in most cases you can choose where to have your money paid. We can arrange to pay your money:
 - straight into a bank, building society, GIRO account or National Savings Bank account
 - by cheque, or
 - direct to your landlord.
- If you are awarded Council Tax Benefit, we will pay this into your Council Tax account.

Payment direct into an account

We recommend that you get your money in this way because:

- it is safe and secure;
- it is convenient – you decide when and how much you want to withdraw;
- using an account may help you to save;
- from some accounts you could have regular bills paid (this could save you money but you will need to make sure that there is enough money in your account to pay the bills – if not, you may be charged a fee); and
- you can get your money from many different places.

The account can be:

- in your name;
- in the name of your partner (we use partner to mean a person you are married to, civil partner, or a person you live with as if you are married to them);
- in both the names of yourself and your partner;
- in the name of the person acting on your behalf; or
- in both the names of yourself and the person acting on your behalf.

If we cannot pay you direct, we will pay you by cheque.

You must tick Yes to one of these questions:

Would you like your Housing Benefit paid straight into an account?

No Go to the next question.

Yes Go to the section asking for your account details.

Would you like to be paid by cheque?

No Go to the next question.

Yes

Would you like your Housing Benefit to be paid direct to your landlord?

No

Yes If you ticked Yes, do not forget to fill in the authorisation sheet at the end of this claim form. Then tear it off and give it to your landlord to sign. Go to part 14.

Payment direct into an account *continued*

What name or names is the account in?

Please tick one box only to say what type of account you want your money paid into. Then fill in the details of the account.

Bank or building society cheque account or bank deposit account – not a mortgage account.

Sort code

--	--	--	--	--	--	--

Account number

Type of account – for example, a deposit or current account

Building society savings account – not a cheque or mortgage account.

Name of building society

Account number

Roll number

GIRO account.

Account number

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National Savings Bank investment account – not an ordinary account.

Account number

--	--	--	--	--	--	--	--

Please use this space to tell us anything else you think we should know about.

Use a separate sheet of paper and attach it to this form if you need to.

If you are sending any separate sheets of paper with this form, tell us how many.

If you want us to pay your benefit straight to your landlord, you must sign this declaration

Your declaration

Please pay my Housing Benefit straight to my landlord.

- I understand that I must always tell you about any change in my circumstances.
- I understand that if I do not tell you about any change of circumstances and you pay me too much benefit because of this, I may have to pay back the extra benefit.
- I understand that I may be prosecuted if I do not tell you about any change of circumstances.

Your signature

Full name (in CAPITAL LETTERS)

Date

Day / Month / Year

Your landlord's declaration

I agree to accept Housing Benefit payments for the tenant named in this form.

I understand that by law:

- I must tell you straight away if I find out about any change in the tenant's circumstances
- you can stop paying benefit to me if I do not tell you about any change of circumstances
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to, and
- if you pay me too much Housing Benefit for any tenant, I may have to repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

Your landlord's signature

Date

Day / Month / Year

Sharing information with your landlord

Sharing information with your private landlord could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

We may need to confirm information with your landlord before we can make a decision on your claim, for example, the start date of your tenancy. In these circumstances, we can contact your landlord without your permission.

Under the Data Protection Act 1998 we need your permission to discuss anything else. If you give us permission by signing this form, we will only share information with your landlord if you have agreed that your Housing Benefit can be paid direct to your landlord.

If you give us permission, we would be able to tell your landlord whether:

- you have claimed or renewed your claim for Housing Benefit; or
- we have made a decision on your claim; or
- we need more information to make a decision on your claim and what that information may be.

We will not give your landlord any information about:

- your personal or household circumstances; or
- your financial circumstances.

You can withdraw your permission at any time. It will not affect your claim if you do not give us permission to discuss your claim with your landlord.

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

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

Signature

Full name (in CAPITAL LETTERS)

Date

Day / Month / Year

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, getting them to sign this form should allow us to process your claim more quickly.

Please read this declaration carefully before you and your partner 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, and I understand I could be prosecuted.
- **I agree** that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may cross check the information with other sources within the Council, rent offices and other Councils. Data held may be used in comparison for the purposes of prevention and detection of fraud.
- **I understand** that you may use any information I have provided in connection with this and any other claim for DWP 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.
- **I know** that I must let you know in writing about any change in my circumstances, which might affect my claim, as soon as they happen.
- **I understand** that if Benefit is paid direct to my landlord and a dispute arises over the amount paid, that you may have to disclose all the details of my claim and any subsequent correspondence to my landlord, their representative and a court or an appeal tribunal.

Signature of person claiming

Date

Day / Month / Year

Spouse, partner or civil partner's signature

Date

Day / Month / Year

If this form has been filled in by someone other than the person claiming.

Please tell us why you are filling in this form for the person claiming.

I declare that as far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct.

Name of the person who filled in the form

Signature

Relationship to the person claiming

Date

Day / Month / Year

Sharing information with Advice Agencies

On occasions we may consider it appropriate to pass on your information to advice services provided by Leicester City Council for the purpose of providing you with information about other benefits you may be entitled to claim.

Please tick this box if you disagree with this exchange of information.

Monitoring

We want to make sure that everybody gets a good service from us. To do this we may use the information in this section to encourage people to claim Benefits they are entitled to. This information is sensitive personal data and is not held with individual personal data. It is only held for statistical purposes.

To allow us to use this information for this purpose, please tick this box

I would describe my ethnic origin as

White

- British
- Irish
- Any other White background
(please specify below)

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
(please specify below)

- Chinese

If other please specify

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background
(please specify below)

Black or Black British

- Caribbean
- African
- Any other Black background
(please specify below)

- Other ethnic group
(please specify below)

Disability – Do you consider yourself to be a disabled person and/or do you have any long-term illness, health problems or disability that, with or without the use of aids or medication, limits your daily activities? No Yes

Alternative formats

If you are blind or visually impaired we can provide further correspondence in different formats. If you would like to use this service please tick which one you would like to use.

Audio Tape Large Print

A minicom (textphone) is a device used by deaf, hearing impaired and speech impaired people to communicate using the telephone. If you are deaf or hearing impaired you can contact the Benefits Office using a minicom. The telephone number is 0116 254 6926

Do you have a minicom?

No

Yes What is your telephone number?

If you are unsure what proof of earnings to send, contact the Benefits Section for advice. Their contact details are on the front page of this form.

Proof of tenancy and rent

The sort of things you could send or bring in are:

- your new tenancy agreement, or
- a letter from your landlord or agent.

The proof that you send us must show the following:

- the name and address of your landlord
- name and address of the managing agent (if there is one)
- the date your new tenancy started
- how much rent you pay
- how often your rent is due to be paid
- what is included in your rent, for example water rates, heating, lighting, care & support etc.

You may need to send more than one item to show all of the information that we need to see. If you are unable to provide proof we can send a certificate for your landlord or their agent to complete.

Changes you must tell us about

For example:

- any of your children leave school or leave home;
- anyone moves into or out of your home, including lodgers and subtenants;
- your income or the income of anyone living with you, including benefits, changes;
- your capital or savings change;
- you or anyone living with you becomes a student, goes on a Young Person's Training Scheme, goes into hospital or a nursing home, goes into prison, or changes or leaves a job;
- your rent changes;
- you move;
- you or your partner are going to be away from home for more than a month;
- you or anyone living with you starts work;
- you receive any decision from the Home Office; or
- anything you have told us about changes.

This is not a full list. If you are not sure, ask us for advice. You must tell us about any changes in writing – a phone call is not enough. If you do not tell us about these changes, you may lose money you are entitled to or you may get too much Benefit. You must make sure that you tell us about any changes.

Don't rely on someone else to pass the message on. It is an offence not to tell us about any change of circumstances that affect your Benefit. We may take court action against you and if we pay you too much Benefit, you will probably have to pay it back.

How we collect and use information

We will use the information you give in this form and in any supporting evidence you send, to process your claim for Housing Benefit and Council Tax Benefit. We may pass the information to other agencies or organisations such as the Department for Work and Pensions and Revenue & Customs, as allowed by the law.

We may check information you have provided or information about you that someone else has provided, with other information we hold. We may also get information about you from certain third parties, or give information to them to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

These third parties include government departments, other local authorities and private-sector organisations such as banks and organisations that may lend you money.

They will not give information about you to anyone else, or use information about you for other purposes, unless the law allows this.

We are the data controller for the information on this form for the purposes of the Data Protection Act. Information will normally be held for six years.

