

RENT/PAYMENT DETAILS

PRIVATE TENANTS AND BOARDERS NEED TO COMPLETE THIS FORM IN SUPPORT OF THEIR HOUSING BENEFIT APPLICATION

NAME _____
ADDRESS _____ _____ _____
POSTCODE _____

For Official Use Only		
PTD:	ROHB5:	RO referral:

About this form

This form gives us information we need about your home and the payments you make to live in it. This will help us to work out how much Benefit you may be able to have. Where possible, please tick (✓) the boxes that give the correct answers. **You must answer all the questions.** If you do not fully complete this form it will delay your application. In some cases we may need to contact you for more information, even if you have answered all the questions.

Information that you give on this form will be processed by and held on computer.

PLEASE NOTE: This form only gives us details about your rent – you should also have filled in a claim form for Housing Benefit Claim and Council Tax Benefit. If you rent from a private landlord and are making a new claim or you move home after 7 April 2008, you will have your benefit paid directly to you under Local Housing Allowance rules. If you feel this will present problems contact the Benefit Section for more information on when we can pay the landlord direct. You do not have to complete this form about your rent if your landlord is South Holland District Council.

Local Housing Allowance does not apply to you if your landlord is the Council or a Housing Association.

Part 1 About where you live

What sort of building do you live in or rent do you pay? (tick all the boxes that apply)

- | | | | | | |
|------------------------|--------------------------|------------------|--------------------------|-----------------------------------|--------------------------|
| 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"/> | Ground Rent | <input type="checkbox"/> |
| Terraced house | <input type="checkbox"/> | Flat over a shop | <input type="checkbox"/> | Board and lodgings | <input type="checkbox"/> |
| Maisonette | <input type="checkbox"/> | Bedsit or rooms | <input type="checkbox"/> | Hotel | <input type="checkbox"/> |
| Detached Bungalow | <input type="checkbox"/> | Hostel | <input type="checkbox"/> | Residential nursing home | <input type="checkbox"/> |
| Semi-detached Bungalow | <input type="checkbox"/> | | | Residential care home | <input type="checkbox"/> |

Other - please give details

Is there more than one floor in the whole building?

No

Yes How many floors are there?

Which floors do you live on?

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

No

Yes Where in the building do you live?

At the front

In the middle

At the back

Part 1 About where you live – continued

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

Separate toilets

Kitchens

Other rooms

(Please tell us what they are?)

Part 2 About rent

How much rent do you pay?

£

every

(week/fortnight/4 weeks/month)

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

No

Yes Tell us their names.

Including yourself how many people aged 18 or over live at this address?

When did you start renting your home?

(ddmmyy)

When did you move to this address?

(ddmmyy)

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

What was your previous address?

What sort of tenancy do you have?

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

How long is the tenancy for?

to

(ddmmyy)

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?

(ddmmyy)

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

No

Yes Send us proof.

Part 2 About rent – continued

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 How many weeks?

Who pays the Council Tax on your home?

You or your partner

Your landlord

Someone else

Tell us who receives the council tax bill

Do you pay water charges direct to the water authority?

No

Yes

Does your home have a garden?

No

Yes

Does your home have central heating?

No

Yes

Please tick to show if the property is let as:

furnished

partly furnished

minimally furnished

unfurnished

Do you use your home for business?

No

Yes

Are you responsible for the internal decorating of the property?

No

Yes

Do you have a main home somewhere else?

No

Yes What is the address?

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

Postcode

How much do you pay for this home?

£

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?

 (ddmmyy)

When do you expect to go back home?

 (ddmmyy)

Tell us the address of where you are living at the moment.

Postcode

Have you sublet your home?

No

Yes who lives there now?

Part 2 About rent – continued

Does your rent include money for the following?

Meals **No**
Yes How much each week? £

For which meals?
please tick

Breakfast

Lunch

Evening Meal

Heating **No**
Yes How much each week? £

Lighting **No**
Yes How much each week? £

Hot water **No**
Yes How much each week? £

Fuel for cooking **No**
Yes How much each week? £

Laundry – does your landlord do your washing? **No**
Yes How much each week? £

Cleaning rooms or windows **No**
Yes How much each week? £

Gardening **No**
Yes How much each week? £

Garage or parking space **No**
Yes How much each week? £

Do you have to rent the garage as **No**

part of your tenancy agreement? **Yes**

Personal care and support **No**
Yes How much each week? £

Do you pay any service charges? **No**
Yes How much each week? £

For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling and support, meals or lift maintenance.

What for?

Something else? **No**
Yes How much each week? £

What for?

Part 2 About rent – continued

What is your landlord's name and Business address?

By landlord we mean the person or organisation who owns the property you live in.

Postcode

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

By agent we mean the person or organisation you actually pay your rent to.

Postcode

Are you, your partner or your 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.

No

Yes What is the relationship?

--

What are you sending as proof of your rent/board and lodging payment? - (Please send as many as possible - one may not be enough on its own)

A rent book or rent receipts	<input type="checkbox"/>	A letter from your landlord	<input type="checkbox"/>	Bank statements showing rent payments	<input type="checkbox"/>
A letter from your landlord's agent	<input type="checkbox"/>	A tenancy agreement	<input type="checkbox"/>	Something else?	<input type="checkbox"/>

We must see proof of your rent and tenancy before we can decide how much benefit you can get.

Part 3 About paying Housing Benefit

Housing Benefit or Local Housing Allowance will be paid direct into your bank or building society account and you will have to make your own arrangements to pay your rent to your landlord.

Do you have a bank or building society account?

No If you do not have a bank or building society account, or you are having trouble opening an account, please contact us for information on opening a bank or building society account.

Yes Please complete the details of your account to be credited

Name of bank/building society

--

Branch

--

Account name

--

Account number

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

Sort code

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

Paying Housing Benefit or Local Housing Allowance to a landlord or agent.

We will consider making payments to landlords if one or more of the following applies:

Where:

A tenant is unable to manage their own financial affairs

A tenant is not capable of taking responsibility for payment of their own rent

A tenant is 8 weeks or more in arrears with their rent

Other reasons as given on the council's website or leaflet available on request

If there is a reason why we should pay your landlord you will need to tell us on page 8 so that we can consider your request (evidence will be needed).

Part 3 About paying Housing Benefit – continued

Additional Information

If you are claiming housing benefit for the first time after 7 April 2008, or your circumstances have changed and you are re-applying for housing benefit after a break in entitlement or you have moved home, your benefit entitlement will be assessed under a new scheme called the Local Housing Allowance.

There is a maximum entitlement to Local Housing Allowance based on the needs of your family. These amounts change monthly and are available on request or can be found on the council's website www.sholland.gov.uk. Once the maximum entitlement figure has been calculated this will last for one year (unless your circumstances change) and will be recalculated on the anniversary of your claim.

It should be noted that this maximum rent figure is not necessarily how much you are entitled to, but is the starting figure for calculating your entitlement and may be reduced depending on your circumstances.

Payment in arrears

The law requires payment of housing benefit and local housing allowance to be made normally 4 weekly in arrears.

Part 4 Sharing Information with your landlord

Sharing information with your 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, we would be able to tell your landlord whether:

- you have claimed Housing Benefit
- we have made a decision on your claim
- we have made a payment to you, 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
- your financial circumstances

You can withdraw your permission at anytime

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 your permission to discuss your claim with your landlord, please sign below.

I give South Holland District Council permission to share my information about the progress of this Housing Benefit/Local Housing Allowance Claim with my landlord or their nominated representatives.

Signature

Date
(ddmmyy)

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

Part 5 Missing Information

If you have not enclosed all the information we have asked for we may not be able to pay you any housing benefit. If any original documents are missing, still fill in and return this form **now**. Please tell us in Part 7 what proof is to follow later.

Part 6 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, getting them to sign this form should allow us to process your claim more quickly, but they do not have to sign.

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

I understand the following:

- **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 court action.
- **I agree** that you will use the information I have provided to process my claim for Housing Benefit, Local Housing Allowance or Council Tax Benefit. You may check some of the information with other sources as allowed by the law.
- **I understand** that 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.
- **I understand** South Holland District Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. for further information see <http://www.sholland.gov.uk/council/fraud/corporate#nfi> or contact Customer Services at South Holland District Council on 01775 761161.
- **I know** that I must let you know in writing about any change in my circumstances which might affect my claim.

Signature of person claiming Date (ddmmyy)

Partner's signature Date (ddmmyy)

If this form has been filled in by someone other than the person claiming, please tell us why?

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 of the person Date (ddmmyy)

Relationship to the person claiming

WARNING: YOU MAY BE PROSECUTED IF YOU GIVE FALSE INFORMATION

How to contact us:

Please return this form to, or write to us at:

South Holland District Council
Customer Services
PO Box 8
Priory Road,
Spalding, Lincs PE11 2XQ

Call in and see Customer Services at the Council Offices in Priory Road, Spalding any weekday from 8.30am to 5.15pm except on Fridays when we close at 4.45pm.

Ring us on 01775 761161 and tell the operator that you have a benefit enquiry so they can put you through to the right person.

Fax us on 01775 711253

e-mail us using info@sholland.gov.uk

Visit us at www.sholland.gov.uk



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