

Housing Benefit and Council Tax Benefit Claim form

Send this form back straight away or you may lose money.

For official use only

Date requested:

Issue date:
(if different)

Please try to provide the evidence we need and send it with this form so that your claim is not delayed.

Part 1 About you and your partner

By partner we mean:

- ◆ a person you are married to or a person you live with as if you are married to them; or
- ◆ a civil partner or a person you live with as if you are civil partners (see part 19).

Are you a: council tenant? private tenant? housing association tenant?
homeowner? lodger or boarder?

Are you housed by the Council in temporary or emergency accommodation?

You

Mr Mrs Miss Ms

Surname

First names

Any other names you have been known by

Date of birth

National Insurance number

Home phone number

E-mail address
(we may contact you by e-mail)

Address and postcode
(including flat or room number)

The date you moved into this address

Your partner

Mr Mrs Miss Ms

Surname

First names

Any other names they have been known by

Date of birth

National Insurance number

Mobile phone number

Your Housing Benefit or Council Tax Benefit reference number
(if you know it)

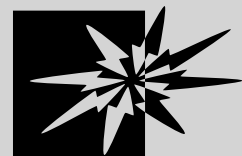
If you are claiming in Haringey for the first time, please provide some original personal identification (for example, a birth or marriage certificate or passport). If you are from abroad (see Part 12), please provide your Home Office letters. We do not accept photocopies.

We must protect the public funds we handle, and so we may use the information you have given on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

We must make sure we pay the right amount of benefit to the people who are entitled to receive it.



Help to pay your rent and Council Tax



Council Tax Benefit

There are two kinds of Council Tax Benefit.

- 1 Main Council Tax Benefit** We work this out using your income, savings and family circumstances.
- 2 Second Adult Rebate** This type of benefit is if you have other people living with you who are on a low income. You need to apply for the benefit, but we work it out using the income of all the other adults in the household (not including lodgers or other tenants).

If you are not sure which type of Council Tax Benefit is best for you, please fill in all of the form and we will work them both out. We will pay you the higher of the two.

But if you know you only want to claim Second Adult Rebate, please tick this box.

Then fill in Parts 1, 3 and 10 and sign the declaration in Part 20.

Local Housing Allowance

From 7 April 2008 Local Housing Allowance (LHA) is being introduced. This will affect most people who rent from private landlords. It will not affect people who:

- ◆ rent from us or a housing association;
- ◆ moved into a property before 15 January 1989;
- ◆ live in a caravan, houseboat or mobile home; or
- ◆ rent from a charity or voluntary organisation that provides care or support.

The benefit you get will be the rate of Local Housing Allowance set by The Rent Service for the home your household needs. (This could be different from your actual home)

The Local Housing Allowance rate depends on the number of bedrooms you need for the people living in your home. For more information on Local Housing Allowance and which rate applies to you, please visit our website at www.haringey.gov.uk/lha.

We will put the rates of Local Housing Allowance on our website every month as well as displaying them in our Customer Services Centres. This will give you the chance to see the rate we will use when working out your benefit.

Paying benefit under Local Housing Allowance rules

Under the Local Housing Allowance rules, we can normally only pay benefit to you. However, we will pay your landlord direct if:

- ◆ we think you will have difficulty managing your finances;
- ◆ we think that you probably won't pay your rent; or
- ◆ you are eight weeks or more behind with your rent.

If you want us to pay your landlord direct for one of these reasons, you need to tell us. To do this, please make sure you have read part 16 of this form and filled in the box provided. You should also give us evidence to support your request.

We will **consider** paying your landlord if you:

- ◆ have been refused a bank or building society account;
- ◆ have severe debt problems;
- ◆ are bankrupt;
- ◆ get help from Supporting People;
- ◆ get help from a homeless charity;
- ◆ have learning disabilities;
- ◆ have a mental illness and cannot manage your affairs;
- ◆ have a physical disability and cannot manage your affairs;
- ◆ are addicted to drugs, alcohol or gambling;
- ◆ are escaping domestic violence;
- ◆ have just left prison after a long sentence; or
- ◆ have recently left care.

This is not a complete list. There may be other circumstances where we would consider paying your landlord direct.

For help and advice about filling in this form, please phone **0845 071 2800** or go to any Customer Services Centre.

Important information if you or your partner are getting Pension Credit from The Pension Service

If you or your partner get Pension Credit, the way you provide information to us may be different.

If you get **the guaranteed part**, you do not need to tell us about your income or fill in Parts 5 to 12 of this form.

If you get **the savings part**, you still need to fill in Parts 5 to 12 but you do not need to give us proof of your income. This is because The Pension Service gives details of your income straight to us.

Part 1 About you and your partner (continued)

	You		Your partner	
Do you or your partner get Income Support, income-based Jobseeker's Allowance or income-related Employment and Support Allowance?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Do you or your partner get the guaranteed part of Pension Credit from The Pension Service?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Are you or your partner students?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Are you or your partner registered blind?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Are you or your partner getting Attendance Allowance?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Are you or your partner getting Disability Living Allowance care component?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Does anybody get Carer's Allowance for looking after you or your partner?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If 'Yes', please tell us who gets Carer's Allowance for you?	<input type="text"/>		<input type="text"/>	
Have you or your partner been unfit for work for the past 28 weeks or more?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If 'Yes', when did this start?	<input type="text"/>		<input type="text"/>	
Do you or your partner get Incapacity Benefit, contribution-based Employment and Support Allowance, Severe Disablement Allowance, an invalid car or a private car allowance for a disability?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If you are retired, were you or your partner getting any of the benefits shown above until you retired?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Do you or your partner pay rent on a home somewhere else?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Part 1 About you and your partner (continued)

Are you a joint owner or a joint tenant with someone else who lives with you?

No

Yes

If 'Yes', please tell us their full names.

Person 1

Person 2

Person 3

Relationship to you

Relationship to you

Relationship to you

If there are any other joint tenants, please write the details in Part 23.

What was your last address?

postcode

What date did you leave?

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What was your situation?

(For example, tenant, owner-occupier, living with parents)

You

Your partner

Have you or your partner claimed Housing Benefit or Council Tax Benefit anywhere else before?

No

Yes

No

Yes

If 'Yes', please give the last address you claimed from (if different to the one above).

postcode

What date did you leave?

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

Have you claimed Housing Benefit within the last 52 weeks?

No

Yes

No

Yes

Part 2 Children living with you

Do you have any dependent children living with you? (Dependent children are those you would normally receive Child Benefit for.)

No
Go to Part 3.

Yes
Please fill in the boxes below.

Surname First names

First child
Date of birth Male Female Do you receive Child Benefit for this child? No Yes

Surname First names

Second child
Date of birth Male Female Do you receive Child Benefit for this child? No Yes

Surname First names

Third child
Date of birth Male Female Do you receive Child Benefit for this child? No Yes

Surname First names

Fourth child
Date of birth Male Female Do you receive Child Benefit for this child? No Yes

If there is not enough space to include everyone, please write the details in Part 23.

You must give us proof of the Child Benefit you receive. If you do not get Child Benefit for any of the children above, you must tell us why in Part 23.

Do you pay for a registered childminder or a childminding scheme to look after a child while you or your partner are at work?

No

Yes

If 'Yes', which child is looked after?

Name of 1st child Name of 2nd child Name of 3rd child

Name and address of registered childminder or childminding scheme

postcode

Phone number

Childminder's registration number

Are any of your children blind or receiving Disability Living Allowance?

No

Yes

If 'Yes', what is the child's name?

If there is not enough space above to include everyone, please continue on a separate sheet.

We must see proof of your benefits and allowances before we can deal with your claim. This proof can include original letters from the Department for Work and Pensions. If you or your partner are getting Pension Credit, please read the important information on page 3.

Part 3 Everyone else living with you

Please tell us about anyone else who lives with you. Do not include your partner, children you get Child Benefit for, joint tenants or people who pay you rent. **Include adult children, or other relatives and friends who live as part of your household.**

Does anybody else live with you? No Yes If 'No', go to Part 4.

First person

Surname First names

Date of birth Male
Female Relationship to you

What date did they move in?

Is this person getting Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Pension Credit? No Yes (If 'Yes', please provide proof.)

Is this person working? No Yes (If 'Yes', please provide proof of their income.)

If 'Yes', how many hours does he or she work each week?

How much does he or she earn each week before tax and other deductions? £

Does he or she have any other income? No Yes

If 'Yes', please give details.

Is this person a student? No Yes (If 'Yes', please provide proof.)

Second person

Surname First names

Date of birth Male
Female Relationship to you

What date did they move in?

Is this person getting Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Pension Credit? No Yes (If 'Yes', please provide proof.)

Is this person working? No Yes (If 'Yes', please provide proof of their income.)

If 'Yes', how many hours does he or she work each week?

How much does he or she earn each week before tax and other deductions? £

Does he or she have any other income? No Yes

If 'Yes', please give details

Is this person a student? No Yes (If 'Yes', please provide proof.)

Part 3 Everyone else living with you (continued)

Third person

Surname First names

Date of birth Male
Female Relationship to you

What date did they move in?

Is this person getting Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Pension Credit? No Yes (If 'Yes', please provide proof.)

Is this person working? No Yes (If 'Yes', please provide proof of their income.)

If 'Yes', how many hours does he or she work each week?

How much does he or she earn each week before tax and other deductions? £

Does he or she have any other income? No Yes

If 'Yes', please give details.

Is this person a student? No Yes (If 'Yes', please provide proof.)

If there is not enough space above to include everyone, please write the details in Part 23.

Are any of the people you have told us about married to each other, civil partners or living together as if they are married or civil partners? No Yes

If 'Yes', please give their names.

is the partner of

We need to see proof of all their income — please read Part 19.

Part 4 About you and everyone else living with you

Are you or your partner, or anybody else living with you, any of the following?

Severely mentally impaired (That is, having a severe learning disability, mental illness or dementia) No Yes Please say who.

In hospital for more than 52 weeks No Yes Please say who.

In prison or on bail but living away from home No Yes Please say who.

In a nursing home or care home No Yes Please say who.

A full-time student or student nurse No Yes Please say who.

An apprentice or a Youth Training trainee No Yes Please say who.

Providing full-time care to someone other than their partner or child No Yes Please say who.

A member of a religious community No Yes Please say who.

A member of International Headquarters or defence organisations No Yes Please say who.

Part 5 About work

You

Your partner

Do you do any work?

(This includes childminding.)

No

Yes

No

Yes

Please give details below.

If both you and your partner do not work, please go to Part 6.

Your details

Name and address of your employer

postcode

Employer's phone number

Works payroll number

What is your job?

Number of hours you usually work each week

How much do you normally earn? £ Every

When did you start work?

Part 5 About work (continued)

Your partner's details

Name and address of
your partner's employer

postcode

Employer's
phone number

Works payroll number

What is your
partner's job?

Number of hours they
usually work each week

How much do they
normally earn?

£ Every

When did they start work?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Part 6 More about you and your partner

	You		Your partner	
Do you or your partner do any other work at all? (Please tell us about your other jobs in part 23.)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Are you on a Government Training Scheme? (For example, Youth Training, Training for Work)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Are you self-employed?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If 'Yes', do you get the Business Start-Up Allowance?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Do you have a private pension plan?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If you are on a temporary or fixed-term contract, when will it finish?	<input type="text"/>		<input type="text"/>	
What is the date of the next pay increase?	<input type="text"/>		<input type="text"/>	
How are your wages paid? (For example, cash, cheque, or into a bank account)	<input type="text"/>		<input type="text"/>	

We must see proof of your earnings before we can deal with your claim.

If you or your partner are working, we will need to see your:

- ◆ last five payslips if you are paid weekly;
- ◆ last three payslips if you are paid fortnightly; or
- ◆ last two payslips if you are paid monthly.

If you do not have these, ask your employer to fill in the pay form which is included in this form. Do not wait for your employer to fill in the pay form. Send this form to us straight away or you may lose benefit.

If you do not provide these details, we may need to contact your employer.

If you or your partner are self-employed, please send us your most recent profit and loss accounts and tax assessment.

If you have a private pension plan, please send proof of the payments you make.

We need to see proof of all of your income — please read Part 19.

If you or your partner are getting Pension Credit, please read the important information on page 3.

Part 7 Benefits and other money

Are you or your partner getting any benefits or waiting to hear about benefits you have claimed?

Read the list of benefits below and tell us about any you or your partner are getting now or have claimed.

- ◆ Attendance Allowance
- ◆ Carer's Allowance
- ◆ Child Benefit
- ◆ Child Tax Credit
- ◆ Contribution-based Jobseeker's Allowance
- ◆ Disability Living Allowance - care component
- ◆ Disability Living Allowance - mobility component
- ◆ Guardian's Allowance
- ◆ Incapacity Benefit
- ◆ Contribution-based Employment and Support Allowance
- ◆ Industrial Injuries Disablement Benefit
- ◆ Maternity Allowance
- ◆ Pension Credit
- ◆ Severe Disablement Allowance
- ◆ State Pension
- ◆ War Pension, War Disablement Benefit or War Widow's Pension
- ◆ Widow's or Widower's Benefits
- ◆ Working Tax Credit

No Go to Part 8.

Yes Tell us about the benefits below. Tell us the full rate of the benefits before any deductions.

If you or your partner get Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or the guaranteed part of Pension Credit from The Pension Service, go straight to Part 13.

If you are getting or have claimed any benefit that is not listed, tell us about it in Part 8.

	You	Your partner
1		
The name of the benefit or other money	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/>	<input type="checkbox"/>
How much is it?	£ <input type="text"/>	£ <input type="text"/>
How often do you receive the payment? (For example, every week or every four weeks)	<input type="text" value="Every"/>	<input type="text" value="Every"/>
How is it paid? (For example, straight into your bank)	<input type="text"/>	<input type="text"/>
2		
The name of the benefit or other money	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/>	<input type="checkbox"/>
How much is it?	£ <input type="text"/>	£ <input type="text"/>
How often do you receive the payment? (For example, every week or every four weeks)	<input type="text" value="Every"/>	<input type="text" value="Every"/>
How is it paid? (For example, straight into your bank)	<input type="text"/>	<input type="text"/>

Part 7 Benefits and other money (continued)

3

The name of the benefit or other money

You

Your partner

Waiting to hear

Getting now

How much is it?

£

£

How often do you receive the payment?

(For example, every week or every four weeks)

Every

Every

How is it paid?

(For example, straight into your bank)

4

The name of the benefit or other money

Waiting to hear

Getting now

How much is it?

£

£

How often do you receive the payment?

(For example, every week or every four weeks)

Every

Every

How is it paid?

(For example, straight into your bank)

5

The name of the benefit or other money

Waiting to hear

Getting now

How much is it?

£

£

How often do you receive the payment?

(For example, every week or every four weeks)

Every

Every

How is it paid?

(For example, straight into your bank)

Part 8 Any other money coming in

Do you or your partner have any other money coming in?
(For example, maintenance from a previous partner, a student grant or loan, or a private pension)

No Go to Part 9.

Yes Tell us about this money below.

1

What is the money for?

You

Your partner

How much is it?

How is it paid?

(For example, straight into your bank or cash)

How often do you receive the payment?

(For example, every week or every four weeks)

When did you start getting this?

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

2

What is the money for?

How much is it?

How is it paid?

(For example, straight into your bank or cash)

How often do you receive the payment?

(For example, every week or every four weeks)

When did you start getting this?

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

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

3

What is the money for?

How much is it?

How is it paid?

(For example, straight into your bank or cash)

How often do you receive the payment?

(For example, every week or every four weeks)

When did you start getting this?

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

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

Have you or your partner applied for any other income that you have not received?

(For example, maintenance payments or health insurance policies)

No

Yes

No

Yes

If 'Yes', what is it for?

We must see proof of your benefits and allowances before we can deal with your claim.

This proof can include original letters from the Department for Work and Pensions which are up to date and show current amounts. You can send a letter or pay statements from the company paying your pension.

If you or your partner are getting Pension Credit, please read the important information on page 3.

Part 9 Savings and investments

	You		Your partner	
Do you own any property or land in this country or abroad? (not including your current home)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Do you or your partner have any other savings or investments? (For example, bank account or stocks and shares)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

If 'No', go to Part 10.

If 'Yes', please give the details below and read the box at the bottom of the page to see what proof we need.

Bank account	£ <input type="text"/>	£ <input type="text"/>		
Building society account	£ <input type="text"/>	£ <input type="text"/>		
Post office or Girobank account	£ <input type="text"/>	£ <input type="text"/>		
Premium Bonds	£ <input type="text"/>	£ <input type="text"/>		
Stocks and shares	£ <input type="text"/>	£ <input type="text"/>		
National Savings Certificates	£ <input type="text"/>	£ <input type="text"/>		
A lump sum as a result of putting off your State Pension	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
A redundancy payment	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
A payment in lieu (instead) of notice or holiday pay	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
A compensation payment for personal injuries	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Have you or your partner received a Far Eastern Prisoner of War compensation payment?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Have you or your partner received a compensation payment made to victims of atrocities that happened during the Second World War? (We need to know this to make sure we do not count it as part of your savings.)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Have you or your partner received a payment from vCJD (Cruetzfeldt-Jakob Disease) Trust?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Any other savings?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Please give details in Part 23.

We must see proof of all your savings and investments for at least the last two months. For bank, building society and post office accounts, we need to see your savings book or original statements from each account.

For National Savings Certificates, Premium Bonds or stocks and shares, please provide the original certificates or documents showing the amounts and value.

If you or your partner are getting Pension Credit, please read the important information on page 3.

Part 10 Money from renting out property

Do you rent out any other property?

No Yes

If 'Yes', give us the address of the property, how much you get, and how often.

(If you have more than one property, please continue on a separate sheet of paper.)

£ every

Do you rent out part of your home?

No Go to Part 11.

If 'Yes', please write the name of everyone you rent part of your home to. Put the amount that they pay and tell us if heating or meals are included.

Yes

1 Full name

Is heating included?

No Yes

Are any meals included?

No Yes

Weekly amount they pay

£

2 Full name

Is heating included?

No Yes

Are any meals included?

No Yes

Weekly amount they pay

£

If there are more than two people who pay you rent, please tell us about them in Part 23.

Part 11 Money you pay out

Do you pay any money to help support a son or daughter under 25 at college or university?

If 'Yes', please send proof.

No Yes

Part 12 More about you

Have you come to live in the UK (England, Scotland, Wales, Northern Ireland), the Channel Islands, the Isle of Man or the Republic of Ireland in the last two years?

No Yes

If 'Yes', what is your nationality?

(We may need to contact the Home Office.)

If you are an asylum seeker or refugee and you need advice on your right to get Housing Benefit or Council Tax Benefit, contact the refugee helpline on Freephone 0800 413 848.

Part 13 About the rent you pay

Council tenants, homeowners and those claiming Council Tax Benefit only, go straight to Part 17.

What type of tenancy do you have?
(For example, assured shorthold)

How long is your tenancy for?

How much is your rent? £

How often is it paid? (For example, every week, every four weeks, or every month)

Does your rent include any meals? No Yes

If 'Yes', what meals are included? Breakfast only Breakfast and one other meal a day Three meals or more a day

Do you owe any rent? No Yes

If 'Yes', how much? £

Do you pay for any of the things below as part of your rent?	No	Yes	How much?
Council Tax	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Water rates	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Heating	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Hot water	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Fuel for cooking	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Electricity for things like TV and radio	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Personal care or medical expenses	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Personal laundry	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Emergency alarm system	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Lighting, heating, cleaning common areas	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Room cleaning or window cleaning	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
General counselling or support	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Garage	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Other services	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>

Please give detail

**We must see proof of your rent before we can deal with your claim.
Please send us your original tenancy agreement or rent book.
If you have a registered rent, please provide your rent registration form R05.**

Part 14 About your accommodation

Please tick what sort of accommodation you pay rent for.

- Bedsit Flat in a house House
 Own room Flat in a block Hostel
 Room shared with other tenants Flat over a shop Other
 Studio flat

If 'Other', please describe your accommodation.

If you share with other tenants, how many do you share with?

If you live in a room or bedsit, where is it in the building?

- Front Back Middle

How many floors are there in the building that you live in?

Which floor or floors do you live on?
 (For example, ground floor, third floor, basement)

Fill in the table below to tell us how many of the following rooms there are in the property.

	Living or dining rooms	Bedrooms	Bathrooms	Kitchen	Toilets
How many are in the whole property?					
How many are used only by you and your family?					
How many do you share with people who are not in your family?					

Do you have:

- a garden? central heating?
 a garage? a parking space?

Did you rent this property as:

- fully furnished? partly furnished? not furnished?

Who is responsible for decorating inside your home?

- Landlord You

Part 15 About your landlord

Please give the name and address of your landlord or the agency you pay rent to.

postcode

Please give the name and address of the owner of your home if it is different from the name and address you have given above.

postcode

Part 15 About your landlord (continued)

Does your landlord live in your house or flat?

No

Yes

Is your landlord or agent, or your landlord's or agent's partner:

No

Yes

If 'Yes', what is the relationship?

- ◆ your former partner;
- ◆ your partner's former partner;
- ◆ related to you or your partner;
- ◆ related to your children; or
- ◆ related to your partner's children?

Part 16 How your benefit is paid

Council Tax Benefit

If you are entitled to Council Tax Benefit, we will take it off your Council Tax bill.

Housing Benefit – council tenants

If you rent your property from us, we will take your Housing Benefit off your rent.

If you:

- ◆ are a housing association tenant;
- ◆ live in a caravan, houseboat or mobile home;
- ◆ moved into your home before 15 January 1989; or
- ◆ rent from a charity or voluntary organisation that gives you care or support;

we can pay your benefit to your landlord or to you.

If you rent from a housing association and you want us to pay benefit direct to your landlord, we will normally have their account details.

You should just give us their landlord reference number if you know it. If you do not know their landlord reference number, give their bank account details below.

- ◆ If you are in one of the other categories above and you want us to pay to your landlord direct, tick this box. Give us their account details below.
- ◆ If you do not have a bank account and want us to pay you by cheque, tick this box.
- ◆ If you want us to pay your benefit direct into your account, tick this box. Give us your account details below.

Bank details

Name of account holder

Name and address of bank or building society

Sort code

 - -

Account number

Roll number (building-society accounts only)

All other tenants

If you are a private tenant, under the Local Housing Allowance rules your benefit will normally be paid direct to your bank or building society account (not post office card accounts). Please give your account details over the page.

Part 16 How your benefit is paid (continued)

Name of account holder	<input type="text"/>
Name and address of bank or building society	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Sort code	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Roll number (building-society accounts only)	<input type="text"/>

If you do not have a bank or building society account, we will pay you by cheque. For advice on setting up a basic bank account, phone the Financial Services Authority (FSA) on 0845 606 1234.

If you are entitled to benefit under the Local Housing Allowance rules, in some circumstances we can pay your benefit direct to your landlord (see page 2 of this form). If you think we should pay your benefit direct to your landlord, tell us why in the space below. You need to:

- ◆ tell us why you have difficulty managing your finances;
- ◆ tell us why you will not be able to pay your rent; and
- ◆ provide any evidence you think is relevant (for example, a letter from your social worker or a letter from your landlord confirming that you are eight weeks or more behind with your rent).

If we agree to pay your benefit direct to your landlord we will contact them for their account details.

If you do not have a bank account and want us to pay you by cheque, tick this box.

Part 16a 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 (for example, the date your tenancy started) with your landlord before we can make a decision on your claim. 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 we can pay your Housing Benefit straight to your landlord. 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; 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 you permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.

Your signature

Full name
(in CAPITAL LETTERS)

Date / /

Part 17 Extra help

We may be able to backdate your benefit if you are able to show continuous good cause for not claiming earlier. **If you could not claim benefit before now, please tell us the reason.**

We may be able to give you extra help if you are finding it hard to pay your rent or council tax. **If there is an urgent reason why you need extra help, please tell us the reason.**

If you can get extra help, we will send you a letter to tell you.

Part 18 Telling us about any changes

Please tell us right away if anything changes for you or the people who live with you as this could affect your benefit. If we find that we have paid you too much money, you will have to pay us back. We may have to take any money you owe us off your benefit.

(If you are getting Pension Credit from The Pension Service, please go to Part 18a.)

Here are **some** of the things you must tell us about.

- ◆ If you stop or start getting Income Support, Jobseeker's Allowance, Employment and Support Allowance or any other benefits.
- ◆ If your rent goes up or down (private tenants only).
- ◆ If your or your partner's wages go up or down (for example, if you work regular overtime).
- ◆ If the other money that you and your partner have coming in goes up or down.
- ◆ If your savings or your partner's savings change.
- ◆ If anyone who lives with you has a change in their situation, such as starting work.
- ◆ If anyone who lives with you moves out.
- ◆ If anyone moves in to live with you.
- ◆ If you change your address.
- ◆ If you are going away for 13 weeks or more.
- ◆ If you are refused asylum by the Home Office.

Part 18a Telling us about any changes (for people getting Pension Credit)

If you are getting the guaranteed part or the guaranteed part plus the savings part of Pension Credit, you must tell us the following.

- ◆ Changes to your tenancy (for example, if your rent changes or you move out).
- ◆ If anyone who lives with you moves out or their situation changes, such as starting work.
- ◆ If someone moves into your household.
- ◆ If you are going away for 13 weeks or more.

If you are getting the savings part only, you must tell us the following.

- ◆ Changes to your tenancy (for example, if your rent changes or you move out).
- ◆ If anyone who lives with you moves out or their situation changes, such as starting work.
- ◆ If someone moves into your household.
- ◆ If you are going away for 13 weeks or more.
- ◆ If you have savings and investments over £16,000.
- ◆ Changes to the income or capital of your partner (if they were not included in the Pension Credit claim).
- ◆ Changes affecting any children who live with you.

Part 19 Checklist

Before you return this form please read through the checklist below and make sure that you have provided all the information we have asked for.

If you cannot provide all the information right now, please return the form and send the missing information later.

If you or your partner are getting Pension Credit, please read the important information on page 3.

Please tick to show where you have provided information.

Personal details

If you or your partner are claiming at this address for the first time, please send us some original personal identification (for example, a driving licence, marriage certificate, passport or wage slips). If you are from abroad, please give us your passport and your Home Office letters. We can only accept original documents. We will return valuable documents to you immediately by registered post.

Civil partnerships

A civil partnership is a formal agreement that gives same-sex partners the same legal status as a married couple. If you currently live with a civil partner, we will need to see proof of your partner's identity and National Insurance number.

Income Support, Employment and Support Allowance and other benefits

If you, your partner or anyone living with you gets state benefits, we need to see proof (for example, original Department for Work and Pensions letters). We also need to see proof of your Child Benefit.

Wages

If you, your partner, or anyone living with you works, we need to see proof (for example, five wage slips if paid weekly, two wage slips if paid monthly and three slips if paid fortnightly). If you don't get wage slips, please get a letter from your employer outlining your wages for the last five weeks or ask your employer to fill in and return the enclosed **pay form**. We must see evidence of your National Insurance number.

Savings and investments

If you have told us about any savings or investments in this form, we need to see proof (for example, bank statements, building society books, original share certificates or legal documents).

Rent

If you are a private tenant, you need to provide a tenancy agreement or a rent book or a letter from your landlord confirming how much rent you pay and what is included in the rent.

Backdating

If you have asked for your claim to be backdated, please provide any documents that support your claim (for example, sickness certificates, flight tickets, and so on).

If you feel that you need a home visit, please contact our Customer Services Team for advice on 0845 071 2800.

Part 20 Your declaration

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

- ◆ 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 Benefit, or both.
- ◆ You may check some of the information with other sources within the Council, rent offices and other councils.
- ◆ You may use the 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 government organisations, if the law allows this.
- ◆ I know I must let you know about any changes in my circumstances which might affect my claim.

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

Signature of the person claiming

Date

Partner's signature

Date

Filling in the form for someone else

Please tell us why you are filling in this form for someone else.

Name of the person filling in this form

Signature of the person who filled in this form

Date

Part 21 How we collect and use information

We will use the information we collect on this form and from supporting evidence to process your claim for Housing Benefit and Council Tax Benefit. We may pass the information to the Department for Work and Pensions or HM Revenue and Customs, if the law allows us.

We may check the information you provide, or the information about you which somebody else provides, with other information we hold. We may also get information from other people or organisations, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, if the law allows us. These include other people and organisations, government departments and local authorities.

We will not give information about you to anyone outside Haringey Council, or use information about you for other purposes, unless the law allows us to.

Part 22 Equal opportunities

Haringey is a community of people from many ethnic backgrounds. Our policy is to treat everyone equally. If you answer this question, it will allow us to check that we are treating everyone equally.

It will not affect your claim in any way.

Which one of these groups do you consider you belong to?

White

- British
- Irish
- Greek Cypriot
- Turkish Cypriot
- Kurdish
- Turkish

Any other white background (Please write in.)

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- East African Asian

Any other Asian background (Please write in.)

Mixed

- White and black Caribbean
- White and black African
- White and Asian

Any other mixed background (Please write in.)

Black or black British

- Caribbean
- African

Any other black background (Please write in.)

Chinese

Other ethnic group (Please write in.)

Part 23 Anything else to tell us

If there is anything else you would like to tell us, please do so in the box below.

Useful contacts and addresses

Jobcentre Plus offices

If you live in N15, N17, N18:

Tottenham Office

640-656 High Road
N17 0AA

Phone: 020 8365 5200

If you live in N6, N8, N10:

Highgate Office

1a Elthorne Road
N19 4AL

Phone: 0845 603 6347

If you live in N11, N13, N22:

Wood Green Office

Granta House
1 Western Road
N22 6UH

Phone: 020 8899 3200

Advice offices

Tottenham Advice Bureau

Town Hall Approach Road
Tottenham Town Hall
N15 4RY

Phone: 0870 126 4030

Hornsey Advice Bureau

7 Hatherly Gardens
Hornsey
N8 9JJ

Phone: 0870 126 4030

Turnpike Lane Advice Bureau

14a Willoughby Road
N8 0JJ

Phone: 0870 126 4030

For help and advice on Pension Credit

The Pension Service

Phone: 0800 99 1234

Local council offices

South Tottenham Customer Services Centre

Apex House
820 Seven Sisters Road
South Tottenham
N15 5PQ

(Personal callers only)

North Tottenham Customer Services Centre

639 High Road
Tottenham
N17 8BD

(Personal callers only)

Broadwater Farm Office

157 Gloucester Road
Broadwater Farm Estate
Tottenham
N17 6MB

Phone: 020 8489 8650

Hornsey Customer Services Centre

Broadway Annexe
Hornsey Town Hall
Crouch End
N8 9JJ

(Personal callers only)

Wood Green Customer Services Centre

48 Station Road
Wood Green
N22 7TY

(Personal callers only)

You can get advice from any of the above council offices.

For advice and information for tenants renting privately, homeowners and people looking for somewhere to live, contact the following.

Housing Advice Services

Apex House
820 Seven Sisters Road
Tottenham
N15 5PQ

Phone: 020 8489 4309

Remember, our Housing Benefit and Council Tax Benefit customer services phone number is

0845 071 2800.

E-mail: benefits@haringey.gov.uk

If you need a copy of this form or any other document we send you in Braille, on tape or in large print, please let us know.

Për ndihmë dhe këshillë mbi plotësimin e këtij formulari, ju lutem shkoni tek cilado Qendër e Shërbimit të Klientëve, ku një përkthyes mund të caktohet t'ju ndihmojë në plotësimin e tij.

للحصول على مساعدة ومشورة حول ملئ هذه الاستمارة، الرجاء الذهاب الى أي مركز لخدمات الزبائن حيث يتم ترتيب موعداً لك مع مترجم ليساعدك في ملئ الاستمارة.

এই ফর্ম পূরণ করায় সাহায্য ও পরামর্শ পাওয়ার জন্য, যে কোন কাস্টমার সার্ভিস সেন্টার-এ চলে যান, যেখানে এটা পূরণ করায় আপনাকে সাহায্য করার জন্য একজন দোভাষীর ব্যবস্থা করা যাবে।

如果你填寫這份表格需要幫助和忠告，請到臨任何一間顧客服務中心，那兒的職員能夠安排傳譯員幫助你將表格填妥。

Si vous avez besoin d'aide et de soutien pour compléter ce formulaire, veuillez vous présenter à un des Centre de Service Clients, où un interprète pourra être convoqué pour vous aider à le remplir.

Για βοήθεια και συμβουλές σχετικά με τη συμπλήρωση αυτού του εντύπου, παρακαλούμε πηγαίνετε σε ένα από τα Κέντρα Εξυπηρέτησης Πελατών (Customer Services Centre), όπου είναι δυνατό να κανονίσουν να το συμπληρώσετε με τη βοήθεια διερμηνέα.

इस फार्म को भरने में मदद और सलाह के लिए कृपया किसी भी उपभोक्ता सेवा केंद्र में जाएँ, जहाँ पर इसको भरने में मदद करने के लिए आपके लिए दुभाषिए का प्रबंध किया जा सकता है।

Wixii talo ah ee ku saabsan buuxinta foomkan, fadlan tag mid kasta oo ka mida xarumaha adeegga macmiisha, halkaas oo lagu qabanqaabin doono turjubaan kaa caawiya buuxintiisa.

Bu formun doldurulmasıyla ilgili yardım ve tavsiye için lütfen formu doldurmanıza yardımcı olacak bir çevirmenin ayarlanabileceği herhangi bir Müşteri Hizmetleri Merkezine gidiniz.

Where to send this form

Please make sure that you have filled in Part 1 on the front page.

We will work out your benefit from what you have told us. If you cannot send us the proof we need right away, **send in the form now and send the proof as soon as you can.** But remember, we can't pay you benefit until we have all the proof we need. Please make sure that your address is on all proof you send us.

We will write to you as soon as possible to tell you how much benefit you will get, and when it will start. Remember, you must tell us right away about anything that could change your benefit.

Please send this form and any proof to:

**Benefits Service
Haringey Council
PO Box 10505
Wood Green
London N22 7WJ.**