

Change of Address Form

Help with your Rent and Council Tax



Please do not write in this box. It is for office use only.

Office receipt date stamp

Date of issue:

Please read all of the notes shown on this page and in parts 8 and 9 of this form **before** you answer the questions.

Use this form to tell us about your change of address and if you want to make a claim for Housing Benefit and an application for Council Tax reduction.

- Do not use pencil.
- If you make a mistake, just cross it out and put the right answer next to it.

- Do not use correction fluid.
- Sign and date the form before sending it back with all the evidence we need.
- Please return this form immediately. If you cannot provide all the evidence we need, do not delay in returning the form; tell us what evidence you will be sending and remember to send it to us within 21 days if you are applying for Council Tax Reduction or one calendar month if claiming Housing Benefit.

Part 1 About you

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

Date of birth

First name

Last name

Daytime phone number

Email address

Your Housing Benefit or Council Tax Reduction reference number

Council Tax account number

National Insurance number

Part 2 About your old address

Your old address and postcode

(include your room or flat number)

Date you moved out, or date you will move out, of your old address

Until what date are you being charged rent at the above address? (if this is different from the date above)

About your new address

Your new address and postcode

(include your room or flat number)

Date you moved in, or date you will move in, to your new address

Date from which you need to pay rent at the new address (if this is different from the date above)

Part 3 About your new tenancy

Is your new tenancy in joint names?

Yes No

If Yes, write the names of the joint tenants below.

Are you:

- a private tenant?
 a boarder?
 a housing-association tenant?

- a council tenant?
 a hostel tenant?
 an owner-occupier?
 other?

If Other, give details below.

Council tenants go to Part 6, owner-occupiers go to Part 8 and continue to fill in the form.
 If you are a private tenant, housing-association tenant or hostel tenant, please continue to fill in part 4 onwards.

Part 4 New rent details

From what date did you start paying rent at this address?

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

How much rent do you pay?

£

How often do you pay your rent?

Every week Every two weeks Every month

Every four weeks

If you owe rent for this address, please tell us how much.

£

Are there weeks when you do not have to pay rent?

Yes No

If Yes, how many rent-free weeks do you have in a year?

What type of tenancy do you have?

(For example, shorthold or assured shorthold.)

How long is the tenancy?

From:

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

To:

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

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

Yes No

If Yes, give their names and their relationship to you or your partner.

Name

Relationship

How much rent do they pay?

£

How often do they pay rent?

every

Who do you pay rent to?

Is this? (please tick) a landlord an agent
 a trustee

Does your landlord live at the same address as you?

Yes No

Are you or any member of your household related to your landlord, your landlord's agent or the trustee who you pay rent to?

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

Yes No

If you answered Yes to the question above, please tell us their names and their relationship to the landlord, agent or trustee.

Name

Relationship

Part 5 New rent charges

Does your rent include the following? If Yes, give the amount and how often.

Includes	Tick box Yes or No	Amount	How often?
Meals <input type="checkbox"/> Yes <input type="checkbox"/> No		£ <input type="text"/>	every <input type="text"/>
For which meals?	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner (please tick all that apply)		
Water charges <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No	£ <input type="text"/>	every <input type="text"/>
Heating <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No	£ <input type="text"/>	every <input type="text"/>
Lighting <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No	£ <input type="text"/>	every <input type="text"/>
Hot water <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No	£ <input type="text"/>	every <input type="text"/>
Fuel for cooking <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No	£ <input type="text"/>	every <input type="text"/>
Laundry <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No	£ <input type="text"/>	every <input type="text"/>
Cleaning rooms or windows <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No	£ <input type="text"/>	every <input type="text"/>

Part 5 New rent charges (continued)

Does your rent include the following? If Yes, give the amount and how often.

Includes	Tick box Yes or No	Amount	How often?
Gardening	<input type="checkbox"/> Yes <input type="checkbox"/> No	£	every
Garage or parking space	<input type="checkbox"/> Yes <input type="checkbox"/> No	£	every

Do you have to rent a garage as part of your tenancy agreement?

Yes No

Are there any other services included in your rent?

Yes No

If Yes, please tell us below what services are included.

£ every

Does your rent include money for personal care and support? Yes No

Part 6 New property details

How is your property let? (please tick one box)

Furnished Partly furnished Unfurnished

What sort of property do you rent? (please tick one box)

<input type="checkbox"/> Bedsit	<input type="checkbox"/> Detached house	<input type="checkbox"/> Hostel with board and lodgings
<input type="checkbox"/> Studio flat	<input type="checkbox"/> Semi-detached house	<input type="checkbox"/> Residential care home
<input type="checkbox"/> Double bedsit	<input type="checkbox"/> Terraced house	<input type="checkbox"/> Room or rooms
<input type="checkbox"/> Flat in house	<input type="checkbox"/> Bungalow	<input type="checkbox"/> Hostel
<input type="checkbox"/> Flat in block	<input type="checkbox"/> Maisonette	<input type="checkbox"/> Hotel
<input type="checkbox"/> Flat over shop		<input type="checkbox"/> Other accomodation

If 'other' please give details below

If your accommodation is a room or rooms, bedsit, double bedsit or studio flat, where is it in the building?

Please tick one box here. Front Middle Back

Please tick one box here. Left Middle Right

Does your home have central heating? Yes No

Who is responsible for decorating your home? You Your landlord

Will everyone who lived with you at the old address be moving with you to the new address? Yes No

If No, please tell us who will not be moving with you.

If someone else is moving in with you at your new address who did not live with you before, please give us their

Part 6 New property details (continued)

Do you or anyone in your household use only part of the building you live in?

Yes No

How many floors are there in the whole building?

What floor or floors do you live on?

Basement Ground First Second Other

Fill in the table below to tell us how many rooms there are in your property:

	in the whole property	just for you	that you share
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsits or rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have put a number in 'Other rooms', please list these rooms.

Do you use your home for business? Yes No

Part 7 New payment details

If you are entitled to Council Tax Reduction or Alternative Maximum Council Tax Reduction, we will pay this into your Council Tax account.

If you are a council tenant, we will pay any Housing Benefit you are awarded into your rent account.

If you are a private tenant renting from a housing association, a charity or a hostel, normally you can choose how your benefit is paid. Payments can be made either into your own bank or building society account or to your landlord.

For all other private tenants, your benefit will be paid direct into your account. If you have difficulty managing your money, paying your rent, or you have secured and retained your tenancy by agreeing to pay your landlord direct, it may be possible to pay your landlord. Please provide any information and evidence so we can make a decision.

Do you want your Housing Benefit paid direct into your bank or building society account? Yes No

If Yes, please fill in the details below.

Name of bank or building society

Bank or building society's address

Name of the account holder

Account number

Sort code

Building society roll number

Do you want your Housing Benefit paid direct to your landlord or agent? Yes No

If Yes, please ask your landlord to fill in section B on page 8.

We cannot pay Housing Benefit into the Post Office® Card Account. If you do not have a bank account, and would like information about opening one, please visit the Financial Services Authority website at www.moneymadeclear.fsa.gov.uk

Alternatively, you can request one of our Basic Bank Account booklets by ticking here

Part 8 Sending us proof of your change of address

We need proof about your new rent charge or the rent charge for your new address. We may not be able to work out your benefit entitlement without this proof.

If you cannot send us proof with this form, you can send it later. We may stop payments while we wait for your proof.

We will write to you about this. If you do not send us the information, we may end your entitlement to Housing Benefit or Council Tax Reduction. We will accept the following proof:

- A tenancy agreement
- A filled-in and signed landlord rent declaration form (see page 7 of this form)
- A letter from your landlord

Part 9 Change in circumstances

You must tell us about any changes in writing, a phone call is not enough. Do not rely on anyone else to tell us. If you do not tell us about any changes, or you delay telling us, you may lose money you are entitled to or you may be awarded too much and have to pay it back. It is an offence not to tell Haringey Revenues and Benefits Service about any changes that may affect your entitlement. Haringey Revenues and Benefits may take action against you if you do not tell us. Our contact details are on page 6.

Have you had any other changes in circumstances which may affect your entitlement

to Housing Benefit or Council Tax Reduction (or both)? Yes No

If Yes, please tick the box below to show what change or changes you are reporting and the date they apply from.

<input type="checkbox"/> A change to my income	from	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
<input type="checkbox"/> A change to my household	from	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
<input type="checkbox"/> A change to my household income	from	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
<input type="checkbox"/> Another change	from	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								

Please give details of the change or changes. Please continue on a separate sheet if you need to, and attach it to this form.

Please sign and date all the sheets you use (if you attach extra sheets, please include your reference number on each of them).

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Part 10 Declaration

Please read the declaration below before you sign and date it.

Even if someone else has filled it in for you, you must sign this declaration if you can. I understand that:

- you will use the information I have provided to assess my claim for Housing Benefit or application for Council Tax Reduction or both;
- you will use the information I have provided to assess my liability for Council Tax;
- you may use any information I have provided in connection with this and any other claim for state benefits;
- you may check some of the information with other sources within the council, rent offices and other councils;
- you may give information to other government organisations, if the law allows this; and
- if you pay me too much benefit because I have failed to give you correct or complete information, I will have to pay this money back. If I do not, you will take court action against me to recover the money.

I confirm that the information I have given is true and complete.

Please work out my entitlement to Housing Benefit or Council Tax Reduction.

Signature	<table border="1"><tr><td> </td></tr></table>		Date	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
Your partner's signature	<table border="1"><tr><td> </td></tr></table>		Date	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								

Filling in the form for someone else

Why are you filling in the form for the person claiming Housing Benefit or applying for Council Tax Reduction.

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Your name and address

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Signature

--

 Date

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

Relationship to the person claiming Housing Benefit or applying for Council Tax Reduction.

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How to Contact Us

If you would like to contact us or need help and advice go to www.haringey.gov.uk/contact-benefits

Please send this form and any proof to:

Shared Service Centre | Benefits

Haringey Council
PO Box 10505
Wood Green
London N22 7WJ

Shqip

Për udhëzime në plotësimin e formularit, ju lutem vizitoni një nga Qendrat tona të Shërbimit të Klientëve.

Polski

Pomoc w wypełnieniu formularza można uzyskać w każdym Centrum Obsługi Mieszkańców.

Français

Pour obtenir de l'aide pour compléter ce formulaire veuillez visiter l'un de nos Centres de Service Client.

Soomaali

Si aad u hesho tilmaamo ku saabsan buuxinta foomka, fadlan booqo mid ka mida xarumaha Adeegga macmiisha.

Türkçe

Bu formun doldurulması konusunda tavsiye için lütfen bir Müşteri Hizmetleri Merkezimizi ziyaret eden.

Kurdî Kurmancî

Ji bo rêberîya tijekirina formê, ji kerema xwe biçin yek ji Navendên me yên Xizmeta Mişterî.



This is printed on recycled paper. When you have finished with it, please recycle.

Part 11 Landlord's/Agent's tenancy declaration (only fill in this section if you don't have a tenancy agreement. If you are handing in a tenancy agreement with this form, go to part 12)

If you do not have a tenancy agreement and you want to use this form as proof of the rent you pay to your landlord, please fill in **part A** below. Then tear this out and ask your landlord or agent to fill in **part B** and sign it, then send it back to us. Do not delay in returning your form. If you are a private tenant renting from a housing association, a charity or a hostel, normally you can choose how your benefit is paid, either into your own bank or building society account or to your landlord. If you want us to pay your landlord direct, you must fill in page 8. For all other private tenants, your benefit will be paid direct into your account. If you have difficulty managing your money or paying your rent, it may be possible to pay your landlord. Please provide any information and evidence so we can make a decision.

Part A You must fill this in

Your name and phone number

Your home address

Part B Your landlord or agent (if there is one) must fill this in

Landlord's name

Agent's name

Landlord's address

Agent's address

Landlord's phone no

Agent's phone no

Email address

Email address

When did the tenancy start?

Date

How much is the rent?

£ every

What type of tenancy is it?

(For example, shorthold.)

What date is the rent paid up to?

Date

Is it a joint tenancy? Yes No

If Yes, name the joint tenants

Has your tenant missed any rent payments?

Yes No

If no rent has been paid yet, write 'none paid' in the box below.

If Yes, how much do they owe?

£

For how many weeks or months?

How many rooms are there in the property?

Which rooms are shared with other tenants?

How many are used only by the tenant's household?

Does the rent include the following? If Yes, give the amount and how often this charge is due to be paid.

Includes

Tick box Yes or No

Amount and how often this charge is due to be paid?

Water rates	<input type="checkbox"/> Yes	<input type="checkbox"/> No	£ <input type="text"/> every <input type="text"/>
Heating	<input type="checkbox"/> Yes	<input type="checkbox"/> No	£ <input type="text"/> every <input type="text"/>
Lighting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	£ <input type="text"/> every <input type="text"/>
Hot water	<input type="checkbox"/> Yes	<input type="checkbox"/> No	£ <input type="text"/> every <input type="text"/>
Cooking facilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	£ <input type="text"/> every <input type="text"/>
Meals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	£ <input type="text"/> every <input type="text"/>
Council tax	<input type="checkbox"/> Yes	<input type="checkbox"/> No	£ <input type="text"/> every <input type="text"/>

Other (give details)

£ every

Landlord's/Agent's declaration. Please read the declaration before you sign this form. As far as I know, the information I have given on this form is accurate. You can check the information on this form. I will tell Haringey Revenues and Benefits straight away if any of the information on this form changes. I know that you may prosecute me if I make a false statement. I understand that you cannot give me details of my tenant's claim without their permission.

Signature

Date

Part 12 Paying benefit direct to your landlord or their agent

If you want us to pay your Housing Benefit direct to your landlord or agent, please fill in **part A** below.

Tear this page out and ask your landlord or agent to fill in **part B** and sign it, then send it back to us. If you are a private tenant who does not rent from a housing association, charity or hostel, we will normally pay benefit directly to you. If you want your benefit paid directly to your landlord, you must give good reason as to why we should not pay you.

Part A You must fill this in

Your name

Your address

Your phone number

Housing Benefit reference number

(if you know it)

Part B Your landlord or agent (if there is one) must fill this in

Landlord's name

Address

Phone number

Agent's name (if there's one)

Address

Phone number

I am the landlord or agent (please tick one box) named above or I have permission to sign on their behalf.

I would like the Housing Benefit for the tenant to be paid direct to the following bank account.

Name of bank or building society

Bank or building society's address

Name of the account holder

Account number

Sort code

Building society roll number

Landlord's/Agent's declaration

Please read the declaration before you sign this form.

I am the owner or the agent of the property the tenant is living in.

I agree to accept Housing Benefit payments for the tenant named above.

I understand that I must tell Haringey Revenues and Benefits if I know about any change in circumstances that may affect this tenant's benefit.

I understand that if I am overpaid benefit for this tenant, it can be recovered from me as allowed by the Social Security Administration Act 1992 and the Housing Benefit Regulations 2006.

I have read and understood this declaration.

Landlord's/Agent's signature

Date