

HOUSING BENEFIT AND COUNCIL TAX REDUCTION CHANGE OF CIRCUMSTANCES

Name

Address

Claim Ref

Phone Number E-mail Address

Please tell us about any changes by filling in the **relevant** section and returning this straightaway.

PEOPLE MOVING INTO YOUR PROPERTY

Who has moved into your property?

Surname First Name

Date of Birth Relationship to you

Date they moved in

Do you receive Child Benefit for this person? Yes No
(You must provide proof)

If not, what income do they receive?
(You must provide proof)

If they work, how many hours do they work each week?
(You must provide their last five weekly, two monthly or three fortnightly payslips. If they have just started work, you must provide the payslips they have received so far.)

Are they a full-time student? Yes No
(You must provide proof)

PEOPLE MOVING OUT OF YOUR PROPERTY

Who has moved out of your property? Name

Date they moved out

CHANGE IN RENT (Council Tenants do not need to fill this in.)

Has your rent: Increased Decreased

Date of Change

How much is your new rent?
(You must provide proof)

CHANGE IN INCOME OR SAVINGS

Who has had a change in income or savings? Name

What is the change?
(You must provide proof)

Date of Change Have your Income/ Savings: Increased Decreased

Has this person started work? Yes No
(You must provide their first five weekly, two monthly or three fortnightly payslips. If they have just started work, you must provide the payslips they have received so far.)

Employer's Name and Address
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Employer's Phone Number

What is the job?

How many hours do they work each week? Weekly Earnings £.....

ANY BREAK IN BENEFIT

If you have had any breaks in Jobseeker's Allowance, Employment and Support Allowance or Income Support, please give the dates and say what income you had for that period.
If you had no income, please say so.

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ANY OTHER CHANGE IN CIRCUMSTANCES

Who does the change relate to? Name

Date of Change

What is the change?
(You must provide proof)
.....
.....

PLEASE SIGN

I would like to continue receiving help with my rent and Council Tax.

Signature Date

Post to: Shared Service Centre I Benefits. PO Box 10505. Wood Green. N22 7WJ

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