

Contact Number: 01395 571770  
 Email: [benefits@eastdevon.gov.uk](mailto:benefits@eastdevon.gov.uk)  
 Our Reference: 500



**Change of Circumstances: CHANGE OF ADDRESS**

**Section 1: About you**

	You	Your Partner
Last Name (Surname)		
Title (Mr, Mrs, Miss, Ms)		
Other names		
National Insurance No		
Date of Birth		

New address/Address moving to			
Include room or flat no		Post code	
E-Mail Address			
Home phone number		Mobile phone number	

What date did you or do you plan to move into this address:	
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At your new address, are you a: (Please tick one box only)

Private Tenant	<input type="checkbox"/>	Housing Association Tenant	<input type="checkbox"/>	Council Tenant	<input type="checkbox"/>	Hostel Resident	<input type="checkbox"/>
Boarder	<input type="checkbox"/>	Paying Ground/Site Rent	<input type="checkbox"/>	Owner Occupier	<input type="checkbox"/>		

**Please give your previous address or if you have not yet moved the address you are moving from.**

Date of Occupancy	/	/	To	/	/
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Did you receive Housing Benefit and Council Tax Support for this address from this Council? (If not, you will need to complete a new claim form. Please complete this online at [www.eastdevon.gov.uk](http://www.eastdevon.gov.uk) or contact us)

YES

NO

## Section 2: Other people who live in your home

Are you a joint tenant?

YES

NO

If yes, how many joint tenants are there?

Please provide full names of all joint tenants

Apart from joint tenants, is there any change from your previous address in the people living in your household, for example, dependent children, boarders, lodgers, non-dependants?

YES

(Complete all of this **Section 2**)

NO

(Go to **Section 3**)

Please give details of the change/s in your household

If person/s have moved in with you please give their full name, date of birth, relationship to you (for example son, daughter, boarder, lodger).

If the person is a son or daughter we will need proof of their income and savings if they are no longer in full time education.

If the person/s is a boarder or lodge please state how much rent you are charging them and whether the charge includes an element for heating.

Please give the full name(s) of any person(s) who lived with you at your previous address but do not now live with you.

## Section 3: Rent Details

**Please provide your tenancy agreement. (We need to see the original document).** If you do not have one, please download a proof of rent form [www.eastdevon.gov.uk](http://www.eastdevon.gov.uk) or contact us for one to be sent. **Proof of rent forms must be completed by your landlord/landlords agent.**

Landlord/Agent Name

Telephone Number

Landlord/Agent Address

E-Mail Address

Are you or your partner or any children related to your landlord or their partner?

YES

NO

Does the landlord live in the same building?

YES

NO

Please answer **YES** or **NO** to the following questions:

Do you live with and pay rent to a close relative? (A close relative can be your parent, parent-in-law, son, son-in-law, daughter, daughter-in-law, step-parent, stepson, stepdaughter, brother, sister or a partner of any of these).	
Do you pay rent to your ex-partner to live in the same home you used to share with them?	
Do you rent your home from a company of which you are a director or an employee?	
Do you rent your home from a trust of which you are a trustee or a beneficiary?	
Do you rent your home from a trust of which your child is a beneficiary?	
Have you previously owned the home you now rent?	
Do you live in a home as a condition of your job?	
Did you apply for a Pre-Tenancy Determination?	

What date did your tenancy start?	/ /	What type of tenancy do you have? (eg. Assured Shorthold)	
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Period of tenancy	From:	To:
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Do you have a tenancy agreement?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Was your last tenancy with the same landlord?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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How much is the rent for the whole property?	£	Every	e.g. weekly, monthly or 4 weekly
How much is your share of the rent if you are a joint tenant?	£		

Do you receive any rent free weeks:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes how many do you get each year?	
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Was the property let to you as: (Please tick the box that applies)	Unfurnished <input type="checkbox"/>	Furnished <input type="checkbox"/>
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If it is furnished, is it fully furnished, partly furnished, or barely furnished?	
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Does your rent include the use of a garage? If yes, do you have any choice in renting it?	
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Are meals included?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If yes, which meals	Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Evening Meal <input type="checkbox"/>
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Does your rent include any of the following?

	Yes	No	How much		Yes	No	How much
Water charges			£	Personal care & support			£
Cooking			£	Cleaning your room & windows			£
Heating			£	Laundry facilities			£
Hot water			£	Lift			£
Garage or parking space			£	Porter or estate staff			£
Furniture			£	Emergency alarm system			£
Cleaning & light shared areas			£	Council Tax			£

Please give details of the number of rooms in the property you rent and who uses them. If you have "other rooms" please give details in Section 5.

	Number of rooms in the property you rent	Number of rooms used by you and your family	Number of rooms you share with other people, including your landlord and other tenants
Bedrooms			
Bedsitting rooms			
Living/dining rooms			
Kitchens			
Bathrooms			
Separate Toilets			
Other rooms			
Total			

How many people live in the whole building?	
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**Types of Accommodation**

Which type of accommodation do you live in? (tick one applicable)

Detached house	<input type="checkbox"/>	Flat in a block	<input type="checkbox"/>	Room/s in a house	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Semi-detached house	<input type="checkbox"/>	Flat in a house	<input type="checkbox"/>
Hostel	<input type="checkbox"/>	Maisonette	<input type="checkbox"/>	Terraced house	<input type="checkbox"/>
Flat over a shop	<input type="checkbox"/>	Hotel or guest house	<input type="checkbox"/>	Other, please state in Section 5	<input type="checkbox"/>

How many floors are there in the whole building?	<input type="text"/>
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Which floor is your home on? Please specify:	<input type="text"/>
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If you live in a single room, looking at the front of the building, where is your room?	At the front	<input type="checkbox"/>	At the back	<input type="checkbox"/>
	In the centre	<input type="checkbox"/>		

**Paying your Housing Benefit**

We will normally pay your Housing Benefit to you. We may in limited circumstances be able to pay your Housing Benefit to your landlord. Before we can do this we will need to decide if you are having, or are likely to have problems paying your rent and managing your money. If this is the case and you would like us to pay Housing Benefit to your landlord, please give your reasons in the Additional Information section (Section 5). We will also need to send you a form for your landlord to complete.

Please indicate how you wish your benefit to be paid:

Direct to bank account	<input type="checkbox"/>	Direct to your landlord	<input type="checkbox"/>
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Please provide your bank account details. You need to give us these details even if you have asked us to pay your Housing Benefit to your landlord.

Name of Bank/Building society:	<input type="text"/>															
Address of Bank/Building society:	<input type="text"/>															
	<input type="text"/>															
Account holder:	<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"/>	<input type="text"/>	<input type="text"/>	Sortcode:	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section 4: Sharing information with your Landlord

Under the data protection act we would only be able to tell your Landlord whether or not you have claimed for housing benefit and if we have made a decision on your claim. We would also be able to tell him/her if we need any further information to make a decision on your claim, and if so what the information is.

**We will not give your landlord any information about your personal circumstances or your financial circumstances.**

If you want to give us permission to discuss your claim with your Landlord please sign below:

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 5: Additional Information

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## **Section 6: Declaration (Please read carefully)**

**Please read the statements carefully and sign below. We cannot deal with your claim if you haven't signed it.**

I declare that the information I have given on the form is correct and complete and that this is the only change.

I will inform you straight away if there are any changes in my circumstances. I understand that action may be taken against me if I do not. You can check any information on this form. I agree that this information can be shared between Jobcentre Plus and East Devon District Council and I authorise them to verify the details as necessary.

**Your Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Your Partner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If a person other than the person claiming has filled in this form, please tell us why and who has filled in this form**

**I confirm that I have read each question to the person claiming Housing Benefit and/or Council Tax Support and I have accurately recorded the answers on this form**

**Name of person who has filled in the form:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Relationship to the person claiming:** \_\_\_\_\_

**Reason for completing form:** \_\_\_\_\_

**Please return this form together with any necessary supporting evidence to:**

Revenues and Benefits Section, East Devon District Council, Knowle, Sidmouth EX10 8HL.