

## Change of Address Form (For Council Tenants or Council Tax only)

**Please complete this form with all details**

**Please provide proof of residency of your new address i.e. Utility bill, official letter.**

### SECTION 1 . Personal Details

Claim Number		National Insurance Number	
Name			
New Address			
Post Code		Telephone Number(S)	
Married / Single / Other	Employed/Self Employed/Unemployed/Pensioner		

### SECTION 2 . Previous Address

Previous Address	
Post Code	

### SECTION 3 . Moving Dates

Date Moved in New Property		New Tenancy Start Date	
Date Moved out of Previous Property		Old Tenancy End Date	
Do you want to apply for Housing Benefit on Two Homes?	<b>Yes</b>		<b>No</b>

### SECTION 4 . Changes in Circumstance (if yes or no please sign below)

Have you had a change in circumstances? i.e Changes in income or Household	<b>Yes</b>		<b>No</b>	
<b>If yes please give details and provide proof</b>				
Claimant's Signature		Date		

**Do you wish to claim single person discount for council tax purposes?** Yes/No

### SECTION 5 . 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, they must sign this declaration as well.

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

**I have read and understand the following:-**

- If I give information that is incorrect or incomplete, you may take action against me. This may include prosecution.
- You will use this information I have provided to re-assess my benefit. You may check some of the information with other sources within the council, rent offices and other councils.
- You may use any information I have provided in connection with this and any other claim for social security benefits 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 the council know about any change in my circumstances, which might affect my claim for Housing/Council Tax Benefit.**

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

Signature _____	Date _____
Partner Signature _____	Date _____