

Please return this form to:
Benefits Section, Financial Services, Corby Borough Council,
The Corby Cube, George Street, Corby, Northants, NN17 1QG
Enquiries: 01536 464113 Email benefit.enquiries@Corby.gov.uk



Change Of Address Form (For Private Tenants & Housing Association Only)

Claim reference number _____

Your Name		What date did you move into this address?	
Date of Birth		New Tenancy start date	
National Insurance No.		Previous Address	
Your Address		Old Tenancy End Date	
Post Code		What date did you leave your last address?	
Phone number (optional)			
Do you want to apply for Housing Benefit on Two Homes?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>

1. Do you pay rent for your home? Yes/No If No please go to page 4

2. Do you rent your home from the council? Yes/No If Yes please go to page 4

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

DETAILS FOR TENANTS OF PRIVATE LANDLORDS OR HOUSING ASSOCIATIONS

PLEASE SUPPLY YOUR TENANCY AGREEMENT OR LETTER FROM LANDLORD and PROOF OF RESIDENCE/IDENTITY WITH YOUR NEW ADDRESS.

3. What is your landlord's name & business address?

If your landlord uses an agent
What is their name and address?

4. Are you, or anybody living with you related to your landlord? Yes/No

If yes what is the relationship?

5. How much rent are you charged and how often? £ every
for example every week, fortnight, every four weeks, month etc.

6. Is anybody else apart from you and your partner responsible for paying the rent? Yes/No

If yes, tell us their names & relationship to you and your partner, if any.

7. Does your rent include money for any of the following?

Meals	Yes/No	<input type="checkbox"/>				
If yes which meals are provided?	Breakfast	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Evening Meal	<input type="checkbox"/>
Water Charges	Yes/No	<input type="checkbox"/>	If yes, how much are you charged?	£	every	<input type="text"/>
Heating	Yes/No	<input type="checkbox"/>	If yes, how much are you charged?	£	every	<input type="text"/>
Lighting	Yes/No	<input type="checkbox"/>	If yes, how much are you charged?	£	every	<input type="text"/>
Hot Water	Yes/No	<input type="checkbox"/>	If yes, how much are you charged?	£	every	<input type="text"/>
Fuel for Cooking	Yes/No	<input type="checkbox"/>	If yes, how much are you charged?	£	every	<input type="text"/>
Cleaning Rooms or Windows	Yes/No	<input type="checkbox"/>	If yes, how much are you charged?	£	every	<input type="text"/>
Laundry	Yes/No	<input type="checkbox"/>	If yes, how much are you charged?	£	every	<input type="text"/>
Personal Care	Yes/No	<input type="checkbox"/>	If yes, how much are you charged?	£	every	<input type="text"/>

8. How many floors are there in your home?

9. Do you occupy only part of the building you live in? Yes/No If no go to question 10

Which floor do you live on
For example ground floor, first floor

Where in the building do you live
e.g Front, middle, rear

10. Who is responsible for decorating the inside of your home?

My landlord I am responsible Do not know

11. Is your home furnished by your landlord?

Unfurnished Fully furnished Part furnished

12. Does your home have central heating installed?

Yes/No

13 Does your home have a garage?

Yes/No

14. What sort of property do you live in - please tick one box

detached house

detached bungalow

flat in block

semi-detached house

semi-detached bungalow

flat over shop(s)

bedsit

terraced house

terraced bungalow

flat in a house

hostel

maisonette

room or rooms

Chalet

Caravan or mobile home

Other

15. What sort of rental agreement do you have?

i.e. shorthold, assured tied rent or something like this

If shorthold how long is the tenancy for?

16. How many rooms are there in your home?

	Living Rooms	Bedrooms	Bedsitting rooms	Kitchen	Bathrooms	Toilets	Other Rooms	Total
In the whole house/flat								
For sole use of tenant & household								
Shared with other								

17. Are there any changes in your income or household?

YES

NO

If yes, Please give details of the change

AUTHORITY TO DISCUSS WITH LANDLORD

May we discuss the progress of your claim with your landlord?

Yes

No

We will not disclose personal/income information

I authorise the Council to discuss the progress of my claim with my landlord

Signature

Date

SUPPORTING PEOPLE SERVICES

If you are receiving Supporting People Services the benefit section may be able to provide information which could greatly improve the service that you receive.

Please sign in the box below to authorise the Benefit Section to pass details of the outcome of your Housing or Council Tax

Benefit application, details of your benefit ceasing or a change of address to the Council's Supporting People Team

Signature

DECLARATION

I understand the following:

- You may use any information I have provided to process my claim for Housing Benefit, and Council Tax Benefit. You may check some of the information with other sources within the council, rent office and other councils.
- You may use any information I have provided in connection with this and any other claim for social security benefits that I have made or will make. You may give some information to other government organisations, if the law allows this.
- I will let the council know about any changes in my circumstances which might affect my claim

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

Signature of person claiming

Date

How we collect and use information

The information collected, on this form and at any point in the future in connection with this claim, from supporting evidence, by the Corby Borough Council will be used to process Housing Benefit and Council Tax Benefit claims and other grants paid by the Council.

The information may be passed to the Benefit Agency, Employment Services and Inland Revenue as permitted by law. We may check information provided by you, or about you provided by a third party, with other information held by us. We may also get, or give information to third parties to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government Departments and Local Authorities.

Corby Borough Council is a Data Controller for the purposes of the Data Protection Act 1998



Please return this form to:

Benefits Section, Financial Services, Corby Borough Council,
The Corby Cube, George Street, Corby, Northants, NN17 1QG
Enquiries: 01536 464113 Email benefit.enquiries@Corby.gov.uk

Request for Housing Benefit Payment By BACS

**If you are a Private Tenant or a Housing Association Tenant your Housing Benefit can be paid straight into a nominated bank account.
(Housing Association Tenant only - payments can be sent to your landlord)
Please complete the details below and return the completed form to this address.**

For Payment Of Housing Benefit By **BACS**: Please provide the following data:

Your Name		Benefit Number	
Your Address (including Post Code)		Address(es) Housing Benefit Paid For (if you are a landlord)	
Contact Telephone Number		Landlord Reference (if you are a landlord)	

Account Details:

Bank Name:		Name(s) on Account:	
Branch Account Held At:			
Sort Code: (6 DIGITS)		Account Number:	
Name:		Position:(if on behalf of a company):	
Signature:		Date:	