

Do you share any part of your home with your landlord Yes No
 If 'YES', which rooms:

Are you, your partner or any of your children related to your landlord Yes No
 If 'YES', please say what relation your landlord is:

Are you a joint tenant or flat sharer? Yes No
 If 'YES', please give names of other tenants:

Details of the type of property you occupy

1. Please complete the table below - Mark 'S' if shared

If property is a self-contained purpose built flat, then "whole property" means just the flat.

	Living Rooms	Dining Rooms	Bedrooms	Kitchens	Bathrooms	WCs	Bedsits
Total number of rooms in the whole property							
Number of rooms occupied by you							
Number of rooms you share with other households							

2. How many floors are in there in the building that you live in?

3. Which floor or floors do you live on? (Please tick)

Basement Ground 1 2 3 Other

If "Other" please specify

4. Please tick the type of accommodation you live in:-

<input type="checkbox"/> Detached house	<input type="checkbox"/> Flat in a block of flats
<input type="checkbox"/> Semi-detached house	<input type="checkbox"/> Flat over a shop
<input type="checkbox"/> Terraced house	<input type="checkbox"/> Maisonette
<input type="checkbox"/> Detached bungalow	<input type="checkbox"/> Room in part of a house
<input type="checkbox"/> Terraced/semi-detached bungalow	<input type="checkbox"/> Bedsit with shared facilities
<input type="checkbox"/> Flat in a house	<input type="checkbox"/> Self-contained bedsit

Important! If you occupy a room, rooms or a flat in part of a house please state whether located at:

Front Centre Rear Other (specify)

5. How much furniture is provided by the landlord?

Fully furnished Partly furnished Very little None

6. Does your accommodation have:- Central heating? Yes No

A garage? Yes No

An allocated car space? Yes No

The rent you pay

1. How much is your rent?

How often do you pay your rent? Weekly 2 Weekly

4 Weekly Monthly

If other please state frequency

On what day of the month does your rent become due?

2. Does your rent include an amount for any of the following amenities? YES NO
If YES, please give details below:

	YES	NO	AMOUNT		YES	NO	AMOUNT
Heating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Cleaning Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Laundry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Hot water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Counselling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Fuel for cooking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Nursing/Personal Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Water Rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Council Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Garage/Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Evening meal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

3. Is there a fair rent registered? YES NO DON'T KNOW
If YES, please send in Rent Registration Form

4. Were you placed in your accommodation
by a Local Authority Homeless Persons Unit YES NO

If YES, which one?

2. Payment of housing benefit

Please tick the way you would like your housing benefit to be paid.

- Direct to your landlord at the address given.
- Crossed bank cheque. You pay this into a bank, building society or other savings account
- Payment directly into your bank account. (Please supply a bank statement from the account into which you want the money paid.)

Name on Account: Account No:

Sort Code:

Please issue my benefit cheques at: 4 weekly intervals 2 weekly intervals

**Note: Not all Bank/Building Society accounts can accept payments.
Boarders on Income Support will automatically be paid weekly.
Landlords will automatically be paid four weekly.**

3. Discussing your claim with your Landlord

If you are renting your accommodation, your landlord may contact us to ask questions about your claim.

Do you give us permission to talk to your landlord about the following:

- That you have made a claim? YES NO
- Whether or not it has been paid? YES NO
- If so how much? YES NO

Your signature

(Please note that no information about your personal details would be given unless you specifically ask us to)

PLEASE COMPLETE ALL QUESTIONS

4. Telling us about any changes

Please tell us right away if anything changes for you, or the people who live with you. You must inform us in writing and **enclose original proof**, if available, confirming the change. If you fail to report the changes promptly, you may lose benefit. If we find that we have paid you too much money, you will have to pay us back. **If you do not report a change in circumstances that affects your benefit, you can be prosecuted.**

Here are some of the things you must tell us about.

- If you stop or start getting Income Support, or Job Seekers Allowance or any other benefits.
- If your rent goes up or down (for private tenants only).
- If your or your partner's wages go up or down eg if you work regular overtime.
- If the other money that you and your family have coming in goes up or down.
- If your savings or your family's savings change.
- If anyone who lives with you has a change in their situation, such as starting work.
- If anyone who lives with you moves out.
- If anyone moves in to live with you.
- If you change your address.
- If you are going away for 13 weeks or more.
- If you are refused Asylum by the Home Office.
- If anyone who lived with you has not moved into the new address.
- If anyone is at the new address who was not at the old address.

5. Change of Circumstances Declaration

My circumstances apart from those declared on this form are unchanged? YES NO

The following circumstances apart from those declared elsewhere in this form have changed

from (date)

The changes are:

Continue on a separate sheet if needed

ALL DOCUMENTS MUST BE ORIGINAL

Have you supplied your new tenancy agreement? YES NO

Name and address of your landlord and agent? YES NO

Proof of rent paid? YES NO

6. Declaration

Please read this declaration carefully before you sign and date it

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources within the council, rent offices, and other councils.
- You may use the information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make. You may give some information to other government organisations, if law allows this.
- I understand that the Local Authority may approach the Home Office to check information I have given on this form and to obtain further information.
- **I know** I must let the council know about any changes in my circumstances, which may affect my claim.
- **I declare** the information I have given on this form is correct and complete.

Signature of person claiming

Date

Signature of partner

Date

Translations

This form is for you to claim Housing Benefit and Council Tax Benefit. You must fill in all your details and return it immediately or you could lose benefit.

આ પત્રક તમારા હાઉસિંગ બેનિફિટ અને કાઉન્સિલ ટેક્સ બેનિફિટ (Housing Benefit and Council Tax Benefit) મેળવવાના હક માટે છે. એમાં અવશ્ય તમારી વિગતો ભરીને એને તાકીદે પાછું મોકલવાનું જ છે. આમ નહીં કરાય તો તમે તમારું બેનિફિટ ગુમાવો એવી શક્યતા છે.

這個表格是供你申請房屋和市政稅補助 (Housing Benefit and Council Tax Benefit) 使用的。你必須填寫好自己的全部情況，立即交還，否則你可能會失去補助。

آپ کیلئے یہ فارم ہاؤسنگ بینیفٹ (Housing Benefit) اور کونسل ٹیکس بینیفٹ (Council Tax Benefit) کلیم کرنے کیلئے ہے۔ اس فارم میں آپ اپنی تمام تفصیلات درج کریں اور (دفتر کو) ارسال کر دیں۔ یاد رکھیں کہ دیر ہونے کی صورت میں شاید آپ کو بینیفٹس نہ مل سکیں گے۔

Bu form konut yardımı (Housing Benefit) ve Belediye vergisi yardımı (Council Tax Benefit) almak içindir. Durumunuzla ilgili ayrıntılı bilgiler vermek yoluyla doldurup derhal vermeniz gerekir, aksi takdirde yardım alamayabilirsiniz.

Foomkani waa ka aad u baahan tahay marka aad doonayso in lagaa bixiyo lacagta kirada iyo cashuurta konsulka (Housing Benefit and Council Tax Benefit). Waa inaad buuxisaa si dhakhso ahna u soo celisaa haddii kale waxa laga yaabaa inaad waydo lacagtan kaalmada ah ee aad hesho.

Αυτή η φόρμα είναι για να κάνετε αίτηση για Στεγαστικό Επίδομα (Housing Benefit) και Επίδομα Δημοτικού Φόρου (Council Tax Benefit). Πρέπει να συμπληρώσετε όλα τα στοιχεία σας και να την επιστρέψετε αμέσως, διαφορετικά θα χάσετε το επίδομα.

এই ফর্মটি পূরণ করে 'হাউজিং বেনিফিট' (Housing Benefit) এবং 'কাউন্সিল ট্যাক্স বেনিফিট' (Council Tax Benefit) দাবী করতে হয়। আপনাকেও বাধ্যতামূলকভাবে এই ফর্মটি পূরণ করতে হবে। আপনার সম্পর্কে সকল বিবরণ দিয়ে ফর্মটি পূরণ করে খুব তাড়াতাড়ি আমাদের কাছে ফেরৎ পাঠাতে হবে। যদি তা না করেন, তাহলে বেনিফিট হারাতেও পারেন।

این فرم برای تقاضای دریافت کمک هزینه مسکن (هاوزینگ بنفیت Housing Benefit) و کمک به ملیات مسکن (کنسل تکس بنفیت Council Tax Benefit) است. شما میبایستی این فرم را بدقت و کامل پر کنید و هرچه زودتر آنرا بما برگردانید. در غیر اینصورت شما از دریافت این کمک هزینه ها محروم میشوید.