Bracknell Forest Council – Benefits Service

Notification of a Change of Address

Bracknell Forest Council

Please answer all the following questions

Claim reference:	
Name:	
Telephone No.:	
Email Address:	
I have moved from:	**Postcode**
I have moved to:	**Postcode**
On:	**/ /**

I am an: (Please tick the appropriate box)

☐ owner-occupier

☐ In Temporary Accommodation through the Council

☐ Renting from a Private Landlord, or via an Estate/Property Agent

☐ Paying Rent to a Registered Social Landlord - RSL (Housing Association)

Please indicate whether there have been any changes to your:

Household Income ☐ Yes ☐ No

or Household ☐ Yes ☐ No (Has anyone new come to live with you or not moved from your old address with you?)

Any other changes ☐ Yes ☐ No

If you have answered **Yes** to any of the above questions please give details of the change(s) here:

About your tenancy

Landlords Name

Landlords Address

Name & Address of Landlord's Agent
(If Applicable)

Are you, your partner, any of your children or any of your partner's children related to your landlord or agent or to your landlord's partner or agent? ☐ Yes ☐ No (Please tick the appropriate box)

If you have ticked Yes please tell us the relationship:

What sort of tenancy do you have? (Please tick the appropriate box)

☐ Shorthold ☐ Assured Shorthold ☐ Other (Please specify)

How long is the tenancy for?

How much is the rent? £_____._____ Due every: ☐ Week ☐ Fortnight ☐ 4 weeks ☐ Month

☐ Other (Please specify) _____

When is the next rent increase due? ____/____/___

What sort of property do you live in? (Please tick the appropriate box)

Detached house		Flat in a house		Caravan or mobile home	
Semi-detached house		Flat in a block		Room with board included	
Maisonette		Flat over a shop		Hotel	
Bungalow		Bed-sit or rooms		Residential nursing home	
Other		Hostel		Residential care home	

How many rooms are there in the property?

	In the building	For your use only	That you share
Living room(s)			
Bed-sitting room(s)			
Bedrooms			
Bath/shower room(s)			
Toilet(s)			
Kitchen			
Other rooms			

Is the property: ☐ Furnished ☐ Unfurnished ☐ Partly furnished ☐ Minimally furnished
(Please tick the appropriate box)

Do you share the rent with anyone else, other than your partner? ☐ Yes ☐ No

If you have answered Yes with whom do you share the rent? _____

Do you, and your household, live in only part of the building? ☐ Yes ☐ No
If you have answered Yes is your accommodation in the ☐ Front ☐ Middle or ☐ Rear of the property?

Is the Council Tax Included with the rent? ☐ Yes ☐ No

If you have answered no, who is responsible for paying the Council Tax? _____

Does your home have Central Heating? ☐ Yes ☐ No

Does your home have a garden? ☐ Yes ☐ No

Has your home been adapted for people with a disability? ☐ Yes ☐ No

Which floor of the property do you live on? _____

Are any of the following included in the rent? (Please tick the appropriate box)

☐ All meals ☐ Breakfast only ☐Mid-Day Meal ☐ Evening Meal

Are any of the following included in the rent? (Please tick the appropriate box)

Service	Yes	No	How much?	How often?
Water charges			£ .	
Heating			£ .	
Lighting			£ .	
Hot water			£ .	
Fuel for cooking			£ .	
Laundry (by your landlord/landlady)			£ .	
Cleaning of rooms or windows			£ .	
Gardening			£ .	
Garage or parking space (Only if compulsory as part of the tenancy)			£ .	
Personal Care or support			£ .	

Have you moved into the property yet?

☐ Yes – I moved in on _____/_____/_____

☐ No – I have not moved in because

I will be moving into the property on _____/_____/_____

If you are living away from this property at the moment please answer the following:

Has the property been sub-let? ☐ Yes ☐ No

When do you expect to return to the property? _____/_____/_____

Important Information: If you are renting from a private landlord, via an Estate or Property Agent or from an RSL please provide ORIGINAL proof of your rent. This should be a tenancy agreement or other form of contract that you have signed with your landlord. We will contact you for more information about your new home if you are paying rent to anyone other than Bracknell Forest Council. It will help us if you write down an up to date telephone number so we can phone you about this

7. Signature | SIGN YOUR NAME HERE

8. Date: _____/_____/_____

Please complete the following page to provide us with details of where you would like Housing Benefit paid to. Under the Local Housing Allowance (LHA) scheme, we will usually pay benefit to you, the tenant. You must then pay the rent to your landlord yourself.

However if you have difficulty managing your financial affairs we may be able to make payments directly to your landlord.

If you would like us to consider making payments to your landlord, you will need to complete our form 'Application for payment of Local Housing Allowance to your landlord'. You will need to provide proof of why you have difficulty managing your financial affairs such as written proof from:

- GP
- Social Worker
- Citizens Advice Bureau
- Debt Advisors
- Probation Service

This form is available to download one from the Council's public website www.bracknell-forest.gov.uk and follow the links to the Benefits pages, or you can contact us on (01344) 351866 or email benefits@bracknell-forest.gov.uk

Please return this form to:

Benefits Service
Bracknell Forest Council
Time Square
Market Street
PO Box 3781
Bracknell
Berks
RG12 1HJ

Payments of Housing Benefit

✓ Housing Benefit is paid by direct credit to your nominated bank account. This account can belong to you or your landlord/landlady, the agent or any other person who is helping you with your benefit.

✓ In order to make payments to your nominated account you need to give us information about your account. Please provide us with the following information:

BACS INPUT SHEET

Name of Bank/Building Society	
Type of Account	
Name of Account Holder(s)	
Sort Code of Bank	- -
Account Number	

Direct Payment to Landlord

If you want us to pay your benefit straight to your landlord you must sign this declaration.
Please pay my Housing Benefit straight to my landlord. I understand that:

- I must always tell you about any change in my circumstances;
- if I do not tell you about any change of circumstances and you pay me too much benefit because of this, I will have to pay back the extra benefit; and
- I may be prosecuted if I do not tell you about any change of circumstances

Signature	
Date	

You will need to ask your landlord to sign this agreement.

Landlord's name	

I agree to accept Housing Benefit payments for the tenant named in this form. I understand that by law:

- **I must tell you straight away if I find out about any change in the tenant's circumstances;**
- **you can stop paying benefit to me if I do not tell you about any change of circumstances;**
- **I can be prosecuted if I accept Housing Benefit which I know I am not entitled to; and**
- **if you pay me too much Housing Benefit for any tenant, I must repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.**

Signature		**Date**	_____/_____/_____