**Housing**Executive

**NOTIFICATION OF CHANGE OF ADDRESS (TENANTS OF PRIVATE LANDLORDS)**

## Part 1 - About you and your old address

| | | |
|---|---|---|
| **Your Name** | | |
| **Claim Reference Number** | | |
| **National Insurance Number** | | |
| **Your contact details** | **Home telephone** | |
| | **Mobile telephone** | |
| | **E-mail address** | |
| **Address where Housing Benefit is currently being paid** | **Post Code** | |
| **Date you left this address** | | |
| **What period of notice was required** | | |
| **What date did you give notice to the landlord** | | |
| **Are you still liable to pay rent for this property** | **YES** | **NO** |
| **If yes to what date** | | |
| **If you still have to pay rent at your old address please tell us why below** | | |

## Part 2 - About others who live with you

| | | | | |
|---|---|---|---|---|
| **Does anyone else live with you** | **YES** | | **NO** | |

**If you answered "yes" to the above question give details below of everyone who currently lives in your household. For description please use terms such as partner, son, daughter, brother, sister, lodger, joint tenant etc.**

| FIRST NAME | LAST NAME | DATE OF BIRTH | DESCRIPTION |
|---|---|---|---|
| | | | |
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## Part 3 - About your new address

| | | | | |
|---|---|---|---|---|
| **New Address (include any flat number)** | **Post Code** | | | |
| **Is this a Housing Executive property** | **YES** | | **NO** | |
| **Is this a Housing Association property** | **YES** | | **NO** | |
| **Is this a hostel** | **YES** | | **NO** | |
| **Tenancy start date** | | | | |
| **Date you moved in** | | | | |
| **If not yet moved in when do you expect to do so** | | | | |
| **Did you or your partner ever own this property** | **YES** | | **NO** | |
| • ***If yes what date did you sell the property*** | | | | |

**If you are a Housing Executive tenant go now to <u>Part 8</u> everyone else should complete <u>Parts 4 to 7</u> below**

## Part 4 – About your landlord at the new address

| | | |
|---|---|---|
| **Landlord or Agents Name** | | |
| **Landlord or Agents Address** | **Post Code** | |
| **Landlords contact details** | **Home telephone** | |
| | **Mobile telephone** | |
| | **E-mail address** | |

**Please answer the questions below UNLESS you are a Housing Association tenant**

| | | | | |
|---|---|---|---|---|
| **Are you or your partner related to the owner or agent** | **YES** | | **NO** | |
| • ***If yes please state relationship*** | | | | |
| **Is the landlord a former partner of either you or your current partner** | **YES** | | **NO** | |
| • ***If yes did either you or your partner live with the landlord in this property*** | **YES** | | **NO** | |
| **Is the landlord responsible for any of your or your partners children who live with you** | **YES** | | **NO** | |

## PART 5 – Sharing information with your landlord

**Sharing information with your landlord can help us to deal with your claim more quickly and reduce the risk that your landlord will take action against you in the event of non-payment. If you agree to this we will only tell your landlord about the progress of your claim and the amount to be paid. We will not disclose any personal details and you can withdraw your consent at any time.**

| | | | | |
|---|---|---|---|---|
| **Can we share information concerning your claim with your landlord as outlined above** | **YES** | | **NO** | |

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## PART 6 – About the charges you pay

| | | | | |
|---|---|---|---|---|
| **How much in total do you have to pay** | **£** | | | |
| **How often is this paid (e.g. weekly or monthly)** | | | | |
| **Do you pay rates directly to the Rates Office** | **YES** | | **NO** | |
| **Do you use the property for any sort of business** | **YES** | | **NO** | |
| **Do you have a garage or parking space** | **YES** | | **NO** | |
| • ***If yes can you choose not to rent this*** | **YES** | | **NO** | |
| **Is the property furnished** | **YES** | | **NO** | |
| **Are there any weeks when you do not have to pay the landlord** | **YES** | | **NO** | |
| • ***If yes how many weeks each year*** | | | | |
| **Are you behind with your rent** | **YES** | | **NO** | |
| • ***If yes by how many weeks*** | | | | |

## Part 7 – About how you want to be paid

**You can usually choose to have payments made to yourself or your landlord although in some instances we will be required to make payments to your landlord. If you have to pay rates separately from your rent we can also pay these to the Rates Office for credit to your rates account. Please let us know your preference below.**

| | | | | |
|---|---|---|---|---|
| **I want to receive all payments myself** | **YES** | | **NO** | |
| **I want all payments made to my landlord** | **YES** | | **NO** | |
| **I want rates payments made to the Rates Office** | **YES** | | **NO** | |
| **I want rent payments made to my landlord and rates payments to the Rates Office** | **YES** | | **NO** | |

**Even if you have chosen to have payments made to your landlord or the Rates Office we may still have to make some payments directly to you so please give details of the bank or building society account you wish us to use for this.**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Name of bank or building society** | | | | | | | | | | |
| **Branch address**<br><br>**Post Code** | | | | | | | | | | |
| **Sort Code** | | | | | | | | | | |
| **Account Number** | | | | | | | | | | |
| **Account Name** | | | | | | | | | | |

## PART 8 – About any changes in your circumstances not already reported

**You are required to advise the Housing Executive of any changes in your circumstances that could affect the amount of Housing Benefit you receive and, generally, you should do this within one month of the change occurring.**

**If you have delayed reporting a change of circumstances for more than 1 month and that change would have resulted in more Housing Benefit being paid we are not allowed to backdate this so you will have lost money. If, however, the**

**change meant that you received too much Housing Benefit we are required to take this back to the date of the change and you will have been overpaid. Any overpayment will have to be repaid or will be deducted from ongoing benefit entitlement regardless of the address at which you receive Housing Benefit.**

**If there have been any changes in your circumstances that you have NOT already reported to us please give us details in the space provided on the next page. We will need to have evidence of certain changes such as:**

- **An increase in your, or your partners, earnings or occupational pensions**
- **A child coming to live with you or a baby being born**
- **Inheriting money or property**

## PART 9 – Declaration to be completed by all applicants

**Please read the statement below and then sign and date it.**

***I wish my Housing Benefit to continue. I declare that the information given on this form is correct and complete to the best of my knowledge and that there have been no changes in my circumstances, which I have not already reported to the Housing Executive. I authorise the Housing Executive to make any enquiries it considers necessary to verify the information given by me and understand that the information given may be shared with other Departments or Agencies for the purpose of preventing crime. I understand that action may be taken against me if the information I have given is incorrect or incomplete.***

***Signed*** _____ ***Date*** _____

## What to do next

**You should return the entire form to the Housing Benefit office. Alternatively if you prefer you can separate the Certificate of Occupation, give this to your landlord and return the rest of the form to us. Whatever you choose please do not delay returning this form.**

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**HOUSING BENEFIT CERTIFICATE OF OCCUPATION**

**This form must only be completed by the landlord or agent. When completed it can be given back to the tenant to return to us however if you prefer you can also return it directly to the appropriate Housing Benefit office (see addresses on the back of this form).**

**NO HOUSING BENEFIT CAN BE PAID UNTIL NIHE RECEIVES THIS FORM**

| | |
|---|---|
| **Property Address (include any flat number)** | **Post Code** |

| | |
|---|---|
| **Tenants Name** | |
| **Tenants Partner's name** | |
| **Previous HB Reference No.** | |
| **Previous Address** | **Post Code** |

## About the owner/agent

**Please give us details of the property owner (required in EVERY case)**

| | |
|---|---|
| **Last Name** | |
| **Other Names** | |
| **Address** | **Post Code** |
| **Phone Number** | |
| **E-mail address** | |

**If the address given above is outside the UK we will need a UK correspondence address to issue any Housing Benefit notifications so please give this below.**

| |
|---|
| |

**Please give us agent's details if there is one**

| | |
|---|---|
| **Agents Name** | |
| **Company** | |
| **Address** | **Post Code** |
| **Phone Number** | |
| **E-mail address** | |

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| | YES | NO |
|---|---|---|
| **Is the tenant related to the owner or agent** | | |
| **Is the tenant's partner related to the owner or agent** | | |
| **Is the tenant's former partner related to the owner or agent** | | |
| **Is a close family member related to the owner or agent** | | |
| **Is the tenant a former partner of the owner** | | |
| **Is the owner responsible for a child living in the property** | | |
| **Is the owner or agent employed by the Housing Executive** | | |

**If the answer to any of the above questions was YES please give details below.**

| |
|---|
| |

| | | | | |
|---|---|---|---|---|
| **Do you already receive direct payment of Housing Benefit** | **YES** | | **NO** | |

**If yes please state your landlord reference number here** _____

**If you do not already receive direct payment of Housing Benefit we must have details of the bank or building society account you wish to use for payments.**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Name of bank or building society** | | | | | | | | | | |
| **Branch address** | **Post Code** | | | | | | | | | |
| **Sort Code** | | | | | | | | | | |
| **Account Number** | | | | | | | | | | |
| **Account Name** | | | | | | | | | | |

## About the tenancy

| | |
|---|---|
| **What date did the tenancy commence** | |
| **On what date did the tenant first occupy the property** | |
| **Is the tenant still living there – state yes or no** | |
| **Is the tenant in arrears –state yes or no** | |
| **If yes state by how many weeks** | |
| **How much in total do you charge the tenant** | **£** |
| **How often is this charged (e.g. weekly or monthly)** | |
| **Are rates included - state yes or no** | |
| **Are charges for any services included – state yes or no** | |
| **Are charges for meals included - state yes or no** | |

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**If charges for services or meals are included please give details**

| SERVICE | AMOUNT | SERVICE | AMOUNT |
|---|---|---|---|
| Heating | £ | Laundry or cleaning | £ |
| Lighting | £ | Furniture | £ |
| Hot water | £ | Garage/parking space | £ |
| Power for cooking | £ | Personal care/support | £ |
| Other (give details) | | | £ |

| MEAL | AMOUNT | | | | |
|---|---|---|---|---|---|
| Breakfast | £ | Tick if daily | | Tick if weekly | |
| Lunch | £ | Tick if daily | | Tick if weekly | |
| Evening meal | £ | Tick if daily | | Tick if weekly | |

## About the tenants accommodation/property

**The tenant's accommodation is a (tick one box only)**

| | | | | | |
|---|---|---|---|---|---|
| House | | Purpose built flat | | Houseboat | |
| Bungalow | | Flat over a shop | | Bedsit or rooms | |
| Flat in a house | | Caravan | | Board & lodgings | |

**The property is (tick one box)**

| | | | | | |
|---|---|---|---|---|---|
| Detached | | Semi-detached | | Terraced | |

**Number of rooms occupied by the household**

| | NUMBER |
|---|---|
| Living Rooms | |
| Kitchens | |
| Bedrooms | |
| Bathrooms | |

**Does the tenant share any rooms (other than with a partner or any children)**

| | YES | NO |
|---|---|---|
| No rooms shared | | |
| Shares a living room | | |
| Shares a bedroom | | |
| Shares a kitchen only | | |
| Shares a bathroom only | | |
| Shares both kitchen and bathroom | | |

**Private Tenancies Order 2006 information**

| | YES | NO |
|---|---|---|
| Was the property built before 1945 | | |
| If yes has a Certificate of Fitness been issued | | |
| Is the rent registered with the NI Rent Office | | |

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**The following statement is important so please read it carefully. You must sign and date the statement before the form is returned to us.**

**I declare that the information I have given on this form is correct and complete to the best of my knowledge and understand that it is a criminal offence to knowingly give incorrect information or to withhold relevant information. I authorise the Housing Executive to make any enquiries it considers necessary to verify the information given on this form and understand that any information given may be shared with other government organisations if this is allowed by law. I understand that any Housing Benefit overpaid to a landlord or agent may be recovered from any other payment of Housing Benefit made to that person even if it is in respect of another tenancy. I understand that the information I have given may also be used for other functions of the Housing Executive.**

**Signed: _____ Date: _____**
**Landlord/Agent (please delete as appropriate)**

**Data protection: The Housing Executive applies the principles of the Data Protection Act 1998 in terms of the gathering, use and disclosure of the information provided on this claim form.**

**HOUSING BENEFIT OFFICE ADDRESSES**

| OFFICE ADDRESS | COUNCIL AREAS COVERED |
|---|---|
| Twickenham House<br>Mount Street,<br>BALLYMENA<br>BT43 6BP | Antrim, Ballymena, Ballymoney, Carrickfergus, Coleraine, Larne, Newtownabbey, Moyle |
| 32-36 Great Victoria Street<br>BELFAST<br>BT2 7BA | Belfast |
| Marlborough House<br>Central Way<br>CRAIGAVON<br>BT64 1AJ | Armagh, Banbridge, Craigavon, Newry & Mourne |
| 29 Antrim Street<br>LISBURN<br>BT28 3AU | Lisburn |
| Richmond Chambers<br>The Diamond<br>LONDONDERRY<br>BT48 6QP | Derry, Limavady, Magherafelt, Strabane |
| Strangford House<br>28 Court Street<br>NEWTOWNARDS<br>BT23 7NX | Ards, Bangor, Castlereagh, Downpatrick |
| McAllister House<br>Woodside Avenue<br>OMAGH<br>BT79 7BP | Cookstown, Dungannon, Fermanagh, Omagh |