

Housing and Council Tax Benefits Reporting a Change of Address for Private Tenants



Your details

Name _____ Housing Benefit Claim Number _____

Previous Address _____

Date you vacated _____

Details about your new address

Full address _____

Date you moved in _____

Your claim for Housing Benefit

You may still be entitled to claim benefit from the Royal Borough of Kingston if you still reside in this borough. If you wish to continue your claim please provide the following information:

- Do you want to claim Council Tax Benefit? YES / NO
- Who else lives in your home? Please list them below and state their relationship to you:

Please tick the accommodation that best describes your new home:

<input type="checkbox"/> Detached House	<input type="checkbox"/> Semi detached house	<input type="checkbox"/> Terrace house	<input type="checkbox"/> Maisonette
<input type="checkbox"/> Bungalow	<input type="checkbox"/> Flat in house	<input type="checkbox"/> Flat in a block	<input type="checkbox"/> Flat over shops
<input type="checkbox"/> Bedsit or rooms	<input type="checkbox"/> Hostel	<input type="checkbox"/> Hotel	<input type="checkbox"/> Other

Please tell us how many rooms there are:

	In the whole building?	Just for you and your household?	That you share with other people?
Living			
Bedsitting rooms			
Bedrooms			
Bathrooms			
Toilets			
Kitchens			
Other rooms			

- What floor do you live on? Basement / Ground / First / Second / Third / All Floors
- Where in the building do you live? At the front / In the middle / At the back
- Is the property let as Furnished? Partly Furnished? Unfurnished?
- Are you related to your landlord? Yes / No
- If Yes, please explain the relationship _____
- Do we have permission to speak to your Landlord about your claim for Housing Benefit? Yes/No

Housing Benefit will be paid 4 weekly in arrears by BACS, please give us your bank details

Sort code	
Account number	
Account name	

You also need to provide the following original documents - photocopies are not acceptable:

- Your Rent Book, most recent rent receipt, or a letter from your Landlord confirming that your rent has been paid up to date or is in arrears.
- Your Tenancy Agreement, or a letter from your Landlord showing the conditions of your tenancy.

Upon receipt of your change in circumstances, your claim for Housing and Council Tax Benefit will be suspended under the Housing Benefit and Council Tax Benefit (Decision Making and Appeals) Regulations 2001, Regulation 11 (2) (a).

You must provide all the information and evidence requested within two weeks of your change in circumstances. If you are housebound and require assistance, please call 020 8547 5198 and ask for a Visiting Officer to visit you at home. If you fail to provide this information, your claim will be terminated under Regulation 14 of The Housing Benefit and Council Tax Benefit (Decisions and Appeals) Regulations 2001.

Declaration

I understand that if I give information that is incorrect or incomplete action may be taken against me.

Signature _____ Date _____

Print Name _____

Please return this form to Housing and Council Tax Benefits, Royal Borough of Kingston, Guildhall 2, Kingston upon Thames, KT1 1EU