

Tell us about your new address

Do you own your home?

No

Yes Please go to Part 3

Part 2 - About Rent

Do you pay rent for your home?

No Yes Answer the next question

Tick 'Yes' if you would pay rent but you already get Housing Benefit (including Local Housing Allowance).

Does anyone else share the rent with you and your partner?

No Yes Tell us the details below.

Tell us their names and their relationship to you and your partner.

How much of the rent do they pay and how often?

£ every

(For example, every week, every two weeks, every four weeks or every month.)

Are you a council tenant?

No read questions below

Yes There is no need to answer any further questions

What sort of building do you live in? Tick one box only

- | | | | | | |
|------------------------|--------------------------|----------------------------------|--------------------------|-----------------------------------|--------------------------|
| Detached house | <input type="checkbox"/> | Flat in a house | <input type="checkbox"/> | Caravan, mobile home or houseboat | <input type="checkbox"/> |
| Semi-detached house | <input type="checkbox"/> | Flat in a block | <input type="checkbox"/> | Board and lodgings | <input type="checkbox"/> |
| Terraced house | <input type="checkbox"/> | Flat over a shop | <input type="checkbox"/> | Hotel | <input type="checkbox"/> |
| Maisonette | <input type="checkbox"/> | Bedsit or rooms or a studio flat | <input type="checkbox"/> | Residential nursing home | <input type="checkbox"/> |
| Detached bungalow | <input type="checkbox"/> | Hostel | <input type="checkbox"/> | Residential care home | <input type="checkbox"/> |
| Semi-detached bungalow | <input type="checkbox"/> | Other | <input type="text"/> | | |

Does your home have central heating? No Yes

Does your home have a garden? No Yes

Does your home have a garage? No Yes

Does your home have a parking space? No Yes

Do you and your household live in only part of the building you have ticked? No Yes

Where in the building do you live?

How many floors are there in the whole building? At the front At the middle At the back

Which floors do you live on? For example, ground floor or first floor

How many rooms are there?

In the whole building

Just for you and your household

That you share with other people

Living rooms

Bedsit

Bedrooms

Bathrooms or shower rooms

Toilets

Kitchens

Other rooms

What is your landlord's full name and business address?

By landlord we mean the person or organisation who owns the property you live in

Phone number

Are you, your partner or any of your or your partner's children related to your landlord or agent, or to your landlord's partner or the agent's partner?

No Yes What is their relationship?

Related includes related through marriage, even if the marriage has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, grandmother, son-in-law or stepdaughter.

Is the landlord or agent's

When did you start renting your home?

When did you move to this address?

If you have not moved in yet, tell us when you expect to move in. When you move in, tell us the date you moved in.

What sort of tenancy do you have?

(For example, shorthold, assured tied rent or something like this.)

How long is the tenancy for?

 to

What is the property let as?

Tick the box that applies.

Furnished Barely furnished
 Partly furnished Unfurnished

How much rent do you pay and how often?

(For example, every week, every two weeks, every four weeks or every month.)

 every

Has your rent changed in the last 12 months?

No Yes Send us proof of the date it changed and how much it changed.

When is the next rent increase due?

We must see proof of your rent and tenancy before we can decide how much benefit you can get. we can accept as proof of your rent a tenancy agreement or letter from your landlord.

Has your rent been registered as a fair rent by The Rent Service? No Yes Please send us the notice of registration from RO5.

Do you have any weeks when you do not have rent to pay rent? No Yes How many in a year?

Are you behind with the rent? No Yes By how many weeks?

Who pays the council tax bill for your home? Tick the box that applies.
You or your partner Your landlord
Someone else Tell us who it is

What is the council tax reference number?

Does your rent include the following?

Meals No Yes How much? £ every

For which meals? Please tick Breakfast Evening meal Lunch

Water authority charges No Yes How much? £ every

Heating No Yes How much? £ every

Lighting No Yes How much? £ every

Hot water No Yes How much? £ every

Fuel for cooking No Yes How much? £ every

Laundry No Yes How much? £ every

Cleaning rooms or windows No Yes How much? £ every

Gardening No Yes How much? £ every

Garage or parking space No Yes How much? £ every

Do you have to rent the garage as part of your tenancy agreement? No Yes

Personal care and support No Yes How much? £ every

Do you pay any service charges separate from your rent (for example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, a warden, meals or lift maintenance)? No Yes How much? £ every

What for?

Part 3

Are you living away from home at the moment? No Yes Tell us about it below.

Why are you not living at home?

When did you last live at home?

When do you expect to go back home?

What is the address of where you are living at the moment?

Have you sublet your home?

No Yes Who lives there now?

Do you use your home for business?

No Yes

Do you have a main home somewhere else? If your main home is somewhere else in the UK or abroad, tick 'Yes', even if you do not pay rent for it.

No Yes Tell us about it below

What is the address?

Payment Details (HB ONLY)

If you want to have the benefit paid directly to you please confirm your sort code, bank account number and the name the account is in

Sort code

Bank account number

Account name

If you want to have the benefit paid to your landlord or a third party, please tell us why this is

[Reset form to blank](#)

How we use your personal information

We will use the information you provide to process your Housing Benefit and/or Council Tax Reduction claim. We will only share your information, when necessary, with agencies involved in the processing of benefits or where the law requires or allows us to.

Cannock Chase District Council is the Data Controller for any claims or information submitted by residents of the Cannock Chase area, for further information, please see www.cannockchasedc.gov.uk/PrivacyNotice.

Stafford Borough Council is the Data Controller for any claims or information submitted by residents of the Stafford area, for further information, please see www.staffordbc.gov.uk/PrivacyNotice.

This form can be provided in Braille, on audio cassette tape/disk, LARGE PRINT and in other languages on request to

Stafford Borough Council
Cannock Chase Council

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