

# Cannock Chase Housing

## Change of Circumstances Form



## Change of Circumstances

This form is to be completed when you have had a change in your circumstances that affects your application for accommodation.

This form must be completed in the following circumstances:

- 1 **Change Of Address**
- 2 **Someone has moved in/or left your property**

**You only need to complete the sections relevant to your change of circumstances.**

### Your Details

Application Number

Name

Date of Birth

### 1. Change of Address

Name

Registration Number

New Address

Date Moved in

Type of Property  
(i.e. House/Flat)

No of Bedrooms

Tenure  
(i.e. living with family, private rented)

## 1. Change of Address (continued)

Landlords Name

Landlords Address

Landlords Telephone No

Name on Tenancy (if applicable)



Old Address

Date moved out

### Proofs required

- Proof of address for all applicants & non dependant children i.e. Utility bill or bank statement
- Proof of Child Benefit/Tax Credit award from New Address, showing children's names
- Rent Reference (if applicable)

## 2. Someone has moved in / or left my property

Name	Date of Birth	Relationship to applicant	Moved in date	Moved out date

I want to add Partner / Children to application who do not currently live with me

Name	Date of Birth	Relationship to applicant	Moved in date	Moved out date

Are any of the above to be added as a joint applicant?  
(Please note when housed this will create a joint tenancy)

Yes       No

We now require more details about the people moving into your property or with you on your application.  
If adding partner, please remember to complete Housing History on Page 6.

## Property Details

If the new/joint applicant does not currently live with you we need to know about his/her current housing situation. **Please tick any applicable answers.**

Type of Property:  Flat  House  Maisonette  
 Bedsit  No fixed abode

If other please explain

No. of Bedrooms:  1  2  3  4

Tenure Details:  Owner Occupier  Tenant  Lodger  
 Living with Friends & Family

If other please explain

Type of Tenancy:  Council Tenant  Housing Association Tenant  
 Private Tenant  Tied  Tenant

If other please explain

Landlords Name

Landlords Address

  
  

Landlords Telephone No

## Employment Status

Is the person moving into your property or onto your application currently employed:

Yes  No?

Employers Name

Employers Address

  
  

When did their employment start

Are they

Permanent  Full Time?

## Please provide their last 5 years Housing history

Previous Address	Date from (inc month)	Date to (inc month)	Landlord	Tenure	Reason Left

## Proofs required for persons entering your property

- Proof of National Insurance Number for all applicants
- Proof of Identity for all applicants i.e. Passport/Driving licence or birth certificate
- Proof of Current Address for all applicants i.e. Utility bill or bank statement
- Proof you no longer have legal interest in any former property you may have owned (either Confirmation of sale or Land Registry Documents)

## For anyone subject to immigration controls we will require the following:

- Workers Registrations Documents
- Letter from employer confirming 12 months continuous employment
- Proof of Indefinite leave to remain

## Declaration

To the best of my knowledge and belief the information I have entered on this form is true and I am aware that to give false information knowingly or recklessly may result in the Council cancelling my application or recovering possession of any tenancy that is granted to me and that in certain circumstances I may be liable to prosecution (Housing Act 1985)

I undertake to notify the Council of any further changes affecting my application as they occur, and I fully understand that failure to notify a change of address or other information may result in my name being deleted from the Housing Register.

I also understand that if I deliberately worsen my circumstances that my application could have a reduced band applied for a period of up to 12 months.

Signed  Date

Signed  Date

Note: In joint applications both parties must sign the above.

## How we use your personal information

The information provided will be used by Cannock Chase Council, who are the data controller, to allow us to administer and manage your tenancy. We will only share your information when necessary, with other departments such as Housing benefits, Council Tax, Environmental Health and external agencies such as Social Services, Staffordshire Police, NHS Choices, or where the law requires or allows us to. For further information please see [www.cannockchasedc.gov.uk/PrivacyNotice](http://www.cannockchasedc.gov.uk/PrivacyNotice)

## Data Matching

Cannock Chase Council are under a duty to protect public funds and, to this end we may use the information held or provided by you for the prevention and detection of fraud. We may also share this information with other bodies including credit reference agencies, for these purposes and also for the administration and collection of taxes and charges and for performing other statutory enforcement duties.

Tenants are reminded of the conditions detailed in Sections 3.1 and 3.6 of CCDC's Tenancy Agreement which states 'You agree to live in your home as your only or main home and keep it secure', 'You agree not to part with possession of or sub-let the whole of your home'. Tenants found breaching these conditions may be prosecuted under the Prevention of Social Housing Fraud Act 2013.

**This leaflet can be provided in Braille, on audio cassette tape/disk, large print and in the following languages on request to Cannock Chase Council on 01543 462621.**

? =  **01543 462621**

## Cannock Chase Council

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