

HousingExecutive

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	
<ul style="list-style-type: none"> <i>If yes what date did you sell the property</i> 				

If you are a Housing Executive tenant go now to **Part 8** everyone else should complete **Parts 4 to 7** 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	
<ul style="list-style-type: none"> <i>If yes please state relationship</i> 				
Is the landlord a former partner of either you or your current partner	YES		NO	
<ul style="list-style-type: none"> <i>If yes did either you or your partner live with the landlord in this property</i> 	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										
	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

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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.

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