

HOUSING BENEFIT CERTIFICATE OF OCCUPATION

This form must be completed by the landlord or agent only. It should not be given back to the tenant but instead should be returned directly to the appropriate Housing Benefit office (see addresses on back of this form)

NO HOUSING BENEFIT CAN BE PAID UNTIL THIS IS RECEIVED BY THE NIHE.

| | |
|--|-----------|
| 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 | |

Please give us agent's details if there is one

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

| | 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 | | | | | | | | | | |

To receive payment notification by secure email please provide your email address in the box below.

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 | |
| Is there a signed tenancy agreement? - state yes or no | |
| Is it a joint tenancy? - state yes or no | |

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 (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 | |
|---|-----|--|----|--|

If YES, please tick rooms that are 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 | | |

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

I declare that to the best of my knowledge and belief that the information given on this form is correct, true and complete. I understand that it is a criminal offence to knowingly give incomplete or false information or to withhold relevant information. I fully 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."

Signature: _____ Date: _____

What we do with this information

Your tenant has applied to the Housing Executive to claim Housing Benefit. The Housing Executive in processing their application is exercising its statutory powers using the lawful basis of public task. The Housing Executive requires the information in this certificate as it is necessary to determine your tenants Housing Benefit entitlement (if any), under the law.

Sharing this information with others

The Housing Executive may share the information to verify it. The information may also be shared with government departments for use in the prevention, detection, investigation or prosecution of offences relating to social security or tax. The information may also be shared for other functions of the Housing Executive under statute. The sharing of information is only where this is necessary to comply with our legal obligations or as permitted by General Data Protection Regulation or the Data Protection Act 2018.

Your rights

Within certain limits, you are entitled to view, request a copy, amend, delete, object to or restrict processing of the information you have provided. We will retain this information in line with the Housing Executive's Retention Policy"

HOUSING BENEFIT OFFICE ADDRESSES

| OFFICE ADDRESS | DISTRICT 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 |
| MacAllister House Woodside Avenue OMAGH BT79 7BP | Cookstown, Dungannon, Fermanagh, Omagh |

Data Protection

The Housing Executive protects your personal information in accordance with General Data Protection Regulation and the Data Protection Act 2018. You have a right to know how we collect and use your personal information. These details can be found in our Privacy Notice which is on our website www.nihe.gov.uk/privacy_notice or we can post or email a copy to you.