



# Elmbridge Borough Council

... bridging the communities ...

## Elmbridge Borough Council Housing Benefits

Civic Offices, High Street, Esher, Surrey,  
KT10 9SD

Email: [benefits@elmbridge.gov.uk](mailto:benefits@elmbridge.gov.uk)

Website: [www.elmbridge.gov.uk](http://www.elmbridge.gov.uk)

## Change of Address Notification

### Part 1 – About you and your household

Name

Claim Number

Last Address

New Address

Telephone Number for your new address

In your new home will you be (please tick)

a private tenant

an owner/occupier

a housing association tenant

This includes Paragon/Elmbridge Housing Trust

Does anyone else live with you?

**Yes**

**No**

If **Yes**, please give the following information for each person

Name

Date of Birth

Relationship to you

Name	Date of Birth	Relationship to you

## Part 2 – About your rent

Do you pay rent for your home?  
If No, please go to Part 6.

Yes

No

What date did your tenancy begin?

What date did you move in?

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

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

If your landlord has an agent, please tell us  
their full name and address.

By agent we mean the person or organisation  
you actually pay rent to.

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

Yes

No

If YES, what is the relationship?

How much is the rent you pay and how often?

£ every

Does anyone share the rent with you and your partner?  
If Yes, what percentage do you pay?

Yes

No

%

What sort of tenancy do you have?  
for example, shorthold, assured, secured or tied.

What is the property let as?

Furnished

Partly furnished

Minimally furnished

Unfurnished

Does the rent include money for the following?

Meals

Yes

No

How Much?

£

every

For which meals?

Breakfast

Lunch

Evening Meal

Water Rates	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	How much each week?	<input type="text"/>	£	<input type="text"/>
Heating	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	How much each week?	<input type="text"/>	£	<input type="text"/>
Lighting	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	How much each week?	<input type="text"/>	£	<input type="text"/>
Fuel for Cooking	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	How much each week?	<input type="text"/>	£	<input type="text"/>
Laundry	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	How much each week?	<input type="text"/>	£	<input type="text"/>
Cleaning rooms or windows	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	How much each week?	<input type="text"/>	£	<input type="text"/>
Gardening	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	How much each week?	<input type="text"/>	£	<input type="text"/>
Garage or parking space	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	How much each week?	<input type="text"/>	£	<input type="text"/>
Personal care and support	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	How much each week?	<input type="text"/>	£	<input type="text"/>

### Part 3- About where you live

What sort of building do you live in?

House	<input type="checkbox"/>	Room in a shared house or flat	<input type="checkbox"/>	Houseboat	<input type="checkbox"/>
Bedsit	<input type="checkbox"/>	Flat or maisonette in block	<input type="checkbox"/>	Hostel	<input type="checkbox"/>
Flat or maisonette over shops	<input type="checkbox"/>	Flat in a house	<input type="checkbox"/>		
Other	<input type="checkbox"/>	Please give details	<input type="text"/>		

Does this property have central heating? **Yes**  **No**

How many floors are there in the whole building?

What floor or floors is your home on?

Basement	<input type="checkbox"/>	Ground	<input type="checkbox"/>	First	<input type="checkbox"/>	Second	<input type="checkbox"/>	Third	<input type="checkbox"/>
Other	<input type="checkbox"/>	All floors	<input type="checkbox"/>						

If the property is just one room, where in the building is it?

Front	<input type="checkbox"/>	Middle	<input type="checkbox"/>	Back	<input type="checkbox"/>
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How many rooms are there in the building?

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

**You must provide your original tenancy agreement to support your claim for benefit.**

If you do not have a tenancy agreement, please ask your landlord to complete the attached declaration.

#### **Part- 4 Paying your Housing Benefit**

- If you are awarded Council Tax Support, we will pay this directly into your Council Tax account.
- If you are a tenant of **Paragon/Elmbridge Housing Trust**, we can pay your award directly to your rent account. If you want us to do this, please tick this box.
- If you are a **housing association tenant**, you can choose where you have your award paid.

We can pay you straight into a bank or building society account or directly to your landlords bank account.

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#### **4a. You must tick Yes to one of these questions.**

Would you like your Housing Benefit paid straight into your bank account?

**No**  Go to question **4b**

**Yes**  Complete the payment into account details over page

- If you are a **Private tenant**, Housing Benefit or Local Housing Allowance in most cases will be paid directly to you, into a bank or building society accounts.

**The Local Housing Allowance scheme started on 07 April 2008. People who are part of this scheme (private tenants renting a room or a property from a private landlord) will receive the Local Housing Allowance themselves.**  
 In some cases, we may be able to pay your Local Housing Allowance straight to your landlord.

Please tick here if you would like us to consider paying your landlord.  
 You must complete a separate application form **Application for direct payments of Local Allowance to your Landlord** if you feel you cannot receive this money. You will be asked to provide evidence where necessary, (for example, a letter from your GP, care worker, social services, welfare rights, probation officers and so on)

**Payment into an account**

**Bank or building society account- not a mortgage account**

What name or names is the account in?	<input type="text"/>
Name of bank or building society	<input type="text"/>
Sort code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Type of account- for example deposit or current account	<input type="text"/>

**Building society account- not a cheque or mortgage account**

Name of bank or building society	<input type="text"/>
Account number	<input type="text"/>
Collection number	<input type="text"/>

**Payment direct into a bank account**

**We recommend that you get your money in this way because:**

- it is safe and secure;
- it is convenient – decide when and how much you want to withdraw;
- using an account may help you to save;
- from some accounts you could have regular bills paid (this could save you money but you need to make sure that there is enough money in your account to pay the bills – if not, you may be charged a fee); and
- you can get your money from many different places.

**The account can be:**

- in your name;
- in the name of your partner (we use partner to mean a person you are married to or a person you live with as if you are married to them);
- in both the names of you and your partner;
- in the name of the person acting on your behalf; or
- in both the names of you and the person acting on your behalf.

**4b** If you are a Housing Association tenant would you like your Housing Benefit paid directly to your landlord?

No

Yes

If you have ticked Yes, you will need the attached landlord declaration completed by your new landlord.

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Please pay my Housing Benefit directly to my landlord.

- **I understand** that I must always tell you about any change in my circumstances.
- **I understand** that if I do not tell you about any change of circumstances and you pay me too much benefit because of this, I may have to pay back extra benefit.
- **I understand** that I may be prosecuted if I do not tell you about any changes or circumstances.

**Signature**

**Full name**  
(in CAPITAL LETTERS)

**Date**

**Sharing information with your landlord**

Sharing information with your private landlord could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

We may need to confirm information with your landlord before we can make a decision on your claim, for example, the start date of your tenancy.

In these circumstances, we can contact your landlord without your permission.

Under Data Protection Act 1998 we need your permission to discuss anything else.

If you give permission by signing this form, we will only share information with your landlord if you have agreed that your Housing Benefit claim can be paid direct to your landlord.

If you give us permission, we would be able to tell your landlord whether:

- you have claimed or renewed your claim for Housing Benefit, or
- we have made a decision on your claim, or
- we need more information to make a decision on your claim, and what that information may be.
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**We will not give your landlord any information about:**

- **your personal or household circumstances, or**
- **your financial circumstances.**

You can withdraw your permission at any time.

**It will not affect your claim if you do not give us permission to discuss your claim with your landlord.**

If you want to give us permission to discuss your claim with your landlord, please sign below.

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**I give Elmbridge Borough Council permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.**

**Signature**

**Your partners signature**

**Date**

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**Part 5 -Anything else you need to tell us.**

**Please use this space to tell us anything you think we should know about.**

Use a separate sheet of paper and attach it to this form is you need to.

**Part 6 - Declaration**

**Even if someone else has filled this form in for you, you must sign this declaration if you can.**

**Please read this declaration carefully before you sign and date it. If you have a partner, you must both read and sign to confirm that you have both understood the declaration.**

- **I/We declare** that the information I/we have given on this form is correct and complete.
- **I/We understand** that if I/we give information that is incorrect or incomplete, you may take action against me/us. This may include court action.
- **I/We agree** that you will use the information I/we provide to process my/our claim for Housing Benefit or Council Tax Support, or both. You may check some of the information with other sources as allowed by the law.
- **I/We understand** that you may use any information I/we have provided in connection with this and any other claim for social security benefits that I/we have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me/us money, if the law allows this.
- **I/We know that I/we must let you know in writing about any changes in my/our circumstances, which might affect my/our claim.**

**Signature of person claiming**

**Partner's signature**

**Date**

**Date**

**If this form has been filled in by some one other than the person claiming**

Please tell us why you are filling in this form for the person claiming.

**I declare** that as far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct.

**Name of the person who filled in the form**

**Signature**

**Relationship to the person claiming**

**Date**
