

A Claim form for Housing Benefit



BARNSELEY
Metropolitan Borough Council

Executive Director of Finance and Property
S J Pick CPFA
Benefits and Taxation Division,
PO Box 63, Barnsley, S70 2TJ

Change of address Part B

Your Name

Daytime Phone Number:

New Address

Evening Phone Number:

If you can give us a contact number, this could speed up your claim if we need more information.

Only fill in this form if you pay rent to a landlord other than the Council.

About your landlord and their agent

Your landlord

Your landlord's agent (if any)

First name

First name

Last name

Last name

Business address (Provide the home address if your landlord does not have a business address.)

Business address

Phone

Phone

Does your landlord live in the property with you?

No

Yes

Are you or any member of your household related to (or have been in a relationship with) the landlord or any member of their family?

For example, father, son, partner, nephew, employer and so on.

No

Yes

If 'Yes', say what the relationship is and between who.

About your rent

When did your tenancy begin?

/ /

Have you been served with a shorthold tenancy agreement?

No

Yes

If 'Yes', give the period of the tenancy.

How much is your rent?

How often is this amount due? Please tick one box.

Every week

Every two weeks

Every four weeks

Every month

About your rent (continued)

Do you receive any rent free weeks? No Yes

If 'Yes' how many rent-free weeks do you get each year?

Has your rent gone up in the last 12 months? No Yes

If 'Yes' please give the date of the increase. / /

Do you receive any meals? No Yes

If 'Yes', please tick which meals you receive Breakfast Lunch Evening Meal

If meals are provided, what is the weekly charge for this?

Are you a joint tenant? No Yes

If 'Yes' who are you a joint tenant with?

If you share your home with anyone else other than your partner, please tell us how many people you share with. What is your share of the rent? £

Have you previously owned this property? No Yes

Do you or your partner have to live in the property because of you or your partner's job? No Yes

Are you or your partner employed by the landlord? No Yes

Does your rent include any of the following services (please tick)? If 'Yes', say how much you are charged.

Council Tax No Yes £ Water rates No Yes £

Hot water No Yes £ Laundry No Yes £

Heating No Yes £ Cleaning rooms or windows No Yes £

Cooking No Yes £ Nursing or care No Yes £

Lighting No Yes £ General counselling and support No Yes £

Emergency alarm system No Yes £

Please give details of any other services provided which are included in your rent.

Do you pay water charges direct to the water authority? No Yes

Are you in arrears with your rent? No Yes

If 'Yes', tell us how much you owe. £

We need to see proof of your rent. These must be the original documents. This can be one of the following: rent account; tenancy agreement; letter from landlord; rent book with a letter from your landlord; letter from the agent.

About your rent (continued)

The place where you live

What sort of accommodation do you rent? (Please tick all that apply).

A house	<input type="checkbox"/>	A bungalow	<input type="checkbox"/>	A flat in a house	<input type="checkbox"/>
A flat above a shop	<input type="checkbox"/>	A flat within a block	<input type="checkbox"/>	A maisonette	<input type="checkbox"/>
A caravan	<input type="checkbox"/>	Sheltered housing	<input type="checkbox"/>	A self-contained bedsit	<input type="checkbox"/>
				A room in part of a house	<input type="checkbox"/>

If you have a room or a bedsit, which floor is it on?

Basement Ground First Second Other

If your room, bedsit or flat has a number, what is it?

Accommodation details

We need to know how many rooms there are in the building you live in and who uses them.

	Living rooms	Bedrooms	Bedsits	Kitchens	Bathrooms	Separate toilet	Other rooms	Total
Number of these rooms in the whole building								
Number of these rooms used only by your family								
Number of these rooms you share with others								

How many people live in the whole building?

Does your home have a central-heating system?

No Yes

Do you have a garage?

No Yes

Is the furniture provided by the landlord?

No Yes

If 'Yes', please tell us how much is provided.

All

Some

Very little

Declaration

Even if someone has filled in this form for you, you must sign this declaration if you can. Please read the declaration very carefully before you sign and date it. We cannot deal with your claim if you have not signed it.

I understand the following.

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources within the Council, rent offices and other councils, and I authorise them to release all the information they hold which is relevant to my claim.
- You may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other government organisations, if the law allows this.

You or your partner must sign the declaration. If you or your partner do not sign the declaration, we will return this form to you to be signed.

Your signature or your partner's

Date

 / /

How you want to be paid

Unless you pay rent to a Housing Association, the new Local Housing Allowance Regulations will apply to you.

Local Housing Allowance will be paid direct to the tenant. Tenants cannot choose to have their benefit paid to their landlord. However, in exceptional circumstances we can decide to pay benefit to the landlord if a tenant has difficulty managing their rent payments. If you think this applies to you contact this office immediately. For further details see the enclosed notes. A detailed information pack about the Local Housing Allowance is also available. If you need help and advice on opening a bank account please see our basic bank account leaflet or contact our Customer Liaison Officer on telephone number 01226 774857.

Please indicate how you wish to be paid

1. Directly into my bank account This is our preferred method and is the quickest and safest way for you.

Name of bank or building society Account Number
Address (including post code) Sort code
Whose name is the account in? Roll Number –
where applicable

2. I want to be paid by cheque This will be a closed cheque which can normally only be paid into your own bank or building society account

Do you have a bank account? No Yes

We may make your first payment by cheque to your address but payable to your landlord. If this will cause a problem for you please tick this box and tell us why on an additional sheet of paper.

Sharing information with your landlord

Sharing information with your 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, a start date of your tenancy. In these circumstances we can contact your landlord without your permission. Under the Data Protection Act 1998 we need your permission to discuss anything else.

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.

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

Your signature

Date

If local Housing Allowance Regulations do not apply or you are a Housing Association tenant you can still have payments sent directly to your landlord. Please sign the authorisation below if you wish payments to be sent directly to your landlord. Please see Section A of the enclosed notes before completing this part.

Please pay my Housing Benefit straight to my landlord or agent. I understand that:

- the Council may not agree to this;
- I can end this agreement at any time; and
- I will give you two weeks' notice if I want to end this agreement

Your signature

Date