

Claim reference number:

Name:

Address:

 Postcode:

PRIVATE TENANTS RENT DETAILS

Do you pay rent for your home

Tick 'Yes' if you would pay rent but you already get Housing Benefit.

No

Yes Answer the next question.

When did you start renting your home?

/ /

When did you move to this address?

If you have not moved in yet, tell us when you expect to move in, then tell us when you have actually moved in.

/ /

Do you pay rent to the council?

No Answer the questions below.

Yes

What sort of tenancy do you have?

For example, shorthold, assured tied rent or something like this.

How long is the tenancy for?

/ / to / /

What is your landlord's name and business address?

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

Postcode

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

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

Postcode

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

No

Yes What is the relationship?

Related includes related through marriage, even if the marriage has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, grandmother, son-in-law or stepdaughter.

Is my landlord's or agent's

Please tick to show if the property is let as:

Furnished Minimally furnished

Partly furnished Unfurnished

How much is the rent for your home?

£ every

(For example, every week/fortnight/4 weeks/month.)

Does anyone else share the rent with you and your partner?

No

Yes Tell us their names and their relationship to you and your partner

How much of the rent do you pay?

£ every

(For example, every week/fortnight/4 weeks/month.)

Has your rent changed in the last twelve months?

No

Yes Send us evidence of the date it changed, and how much it changed

When is the next rent increase due?

/ /

Has your rent been registered as a fair rent by a rent officer?

No

Please send us notification of registration (RO5)

Yes

Do you have any weeks when you do not have to pay rent?

No

Yes How many in a year?

Are you behind with your rent?

No

Yes By how many weeks?

Who receives the Council Tax bill for your home?

- You or your partner?
- Your landlord
- Someone else

Tell us who receives the Council Tax bill

Does your rent include money for the following?

Meals

No
Yes

How much each week?

 £

Which meals are included?

Water authority charges

No
Yes

How much each week?

 £

Heating

No
Yes

How much each week?

 £

Lighting

No
Yes

How much each week?

 £

Hot water

No
Yes

How much each week?

 £

Fuel for cooking

No
Yes

How much each week?

 £

Laundry

No
Yes

How much each week?

 £

Cleaning rooms or windows

No
Yes

How much each week?

 £

Gardening

No
Yes

How much each week?

 £

Garage or parking space

No
Yes

How much each week?

 £

Do you have to rent the garage as part of your tenancy agreement?

No
Yes

Personal care and support

No
Yes

How much each week?

 £

Do you pay any service charges separate from your rent?

For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance.

No
Yes

How much each week? £

What for? £

Are you living away from home at the moment?

No
Yes

Tell us why you are not living at home.

When did you last live at home?

When do you expect to go back home?

Tell us the address of where you are living at the moment.

Postcode

If your home has been sublet, tell us who lives there now.

We must see evidence of your rent and tenancy before we can decide how much benefit you can get, eg. rent book, rent receipts, a tenancy agreement or a letter from your landlord.

What sort of building do you live in? Tick one box only.

- | | | | | | |
|---------------------|--------------------------|------------------|--------------------------|------------------------------------|--------------------------|
| Detached house | <input type="checkbox"/> | Flat in a house | <input type="checkbox"/> | Caravan, mobile home or house boat | <input type="checkbox"/> |
| Semi-detached house | <input type="checkbox"/> | Flat in a block | <input type="checkbox"/> | Board and lodgings | <input type="checkbox"/> |
| Terraced house | <input type="checkbox"/> | Flat over a shop | <input type="checkbox"/> | Hotel | <input type="checkbox"/> |
| Maisonette | <input type="checkbox"/> | Bedsit or rooms | <input type="checkbox"/> | Residential nursing home | <input type="checkbox"/> |
| Bungalow | <input type="checkbox"/> | Hostel | <input type="checkbox"/> | Residential care home | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | | | |

Does your home have central heating?

No
Yes

Does your home have a garden?

No
Yes

Has your home been built or adapted for people with disabilities?

No
Yes

Which floors do you live on?

Do you and your household occupy only part of the building you have ticked?

No
Yes Where in the building do you live?

At the front In the middle At the back

How many rooms are there in the building?

In the whole building? Just for you and your household? That you share with other people?

Living rooms

Bedsitting rooms

Bedrooms

Bathrooms or shower rooms

Toilets

Kitchens

Other rooms

Do you use your home for business?

No
Yes

Do you have a main home somewhere else?

No
Yes What is the address?

Postcode

How much do you pay for this home?

£

Paying benefit to yourself

If you want us to pay benefit straight to yourself, please give us the following details:

Bank or Building Society name	<input type="text"/>		
Account's name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text" value="Postcode:"/>		
Sort code	<input type="text"/>	Account number	<input type="text"/>

Paying benefit to your landlord

If you want us to pay your benefit straight to your landlord you must sign this declaration.

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

- I must always tell you about any change in my circumstances;
- If I do not tell you about any change of circumstances and you pay me too much benefit because of this, I will have to pay back the extra benefit; and
- I may be prosecuted if I do not tell you about any change of circumstances.

Signature Date

Now ask your landlord to fill in and return the enclosed declaration.

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 the data protection act 1998 we need your permission to discuss anything else.

If you give us permission by signing this form we will only share information with your landlord if:

- You have agreed that your Housing Benefit can be paid directly 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,
- We need more information to make a decision on your claim, and what that information may be.

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.

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

Full name

(In CAPITAL LETTERS)

Signature

Address

<input type="text"/>
<input type="text"/>
Postcode

Date

DECLARATION

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

Please read this declaration carefully before you sign and date 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 as allowed by the law.
- 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 organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.

I know I must let the council know about any change in my circumstances which might affect my claim.

I declare the information I have given on this form is correct and complete.

Signature of person claiming		Date	
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If this form has been filled in by someone other than the person claiming

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

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	
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Signature of the person	
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Relationship to the person claiming	
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Date	/	/
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