

**Salford City Council**

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# **Housing Benefit and Council Tax Benefit claim form**

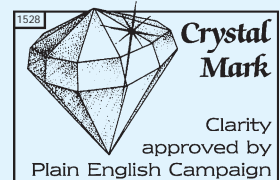
Please read the notes at the end of this document **BEFORE** completing the claim form. You will need to print out the complete form and answer every question.

Received date

## Housing Benefit and Council Tax Benefit claim form

Your name

Your address  
(including  
postcode)

You must fill in all parts of the form. Please use black ink.

### Part 1 Information about your claim

Your daytime phone number

You do not have to tell us this, but it may help us to deal with your claim more quickly.

Your e-mail address

#### Your current address

What date did you move into the property?

 /  / 

(If you have not yet moved into the property, do not fill in this box. Please confirm the date in writing when you have moved in.)

Are you: a council tenant?  the owner of your home?  a private tenant?

a housing-association tenant?  living in a hostel or hotel?  other? (Please give details.)

#### Your last address

If you have moved in the last 12 months, please tell us the following.

Your last address


The date you moved out

 /  / 

Did you get Housing Benefit or Council Tax Benefit at your last address?

Yes  No

If 'Yes', which council (if it was not us) dealt with your claim?

Did you own your last home? Yes  No

Did you rent your last home? Yes  No

For office use only

Request date

 /  / 

Issued date

 /  /

## Part 1 Temporary absence from your current address

Are you living away from home at the moment? Yes  No

If 'Yes', tell us about it.


Why are you not living at home?

When did you last live at home?

When do you expect to go back home?

What is the address of where you are living at the moment?


Have you sublet your home? Yes  No

If 'Yes', who lives there now?

## Part 2 You and your partner (if you have one)

Do you have a partner who normally lives with you? Yes  No

By 'partner', we mean:

- a person you are married to or a person you live with as if you were married to them; or
- a civil partner or a person you live with as if you are civil partners.

Surname	Other names	Mr, Mrs, Miss, Ms	Date of birth	National Insurance number
You			/ /	<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"/>
Your partner			/ /	<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"/>

### Proof of National Insurance number

You must provide a National Insurance number for yourself and your partner, and proof that these numbers belong to you. You can find this on wage slips, tax letters, a P45, a P60, a letter from the Social Security, a benefit payment book or your National Insurance number card. You must provide original documents, not copies.

### Proof of identity

You must provide proof of identity for you and your partner. If you do not provide the proof we ask for, we may not be able to consider your claim for benefit.

**Please send two of the following items for you and two for your partner. You must provide original documents, not copies.**

Tick the appropriate boxes to tell us what you have sent.

Birth or marriage certificate	<input type="checkbox"/>	Medical card	<input type="checkbox"/>	EEC identity card	<input type="checkbox"/>
Passport	<input type="checkbox"/>	Driving licence	<input type="checkbox"/>	Letter from HM Revenue and Customs	<input type="checkbox"/>
National Insurance card	<input type="checkbox"/>	UK residence permit	<input type="checkbox"/>	A paid utility bill in the name of you or your partner, dated within the last three months. This could be a gas, electricity or water bill.	<input type="checkbox"/>
Bank statements dated within the last four weeks in the name of you or your partner	<input type="checkbox"/>	Wage slips from your current employer	<input type="checkbox"/>		
Letter from The Department for Work and Pensions	<input type="checkbox"/>	Other type of proof (please say what)	<input type="text"/>		

If you do not have any of the documents above or any other documents to confirm who you are, please contact us for advice.

## Part 2 You and your partner (continued)

### Second Adult Rebate

Do you only want to claim Second Adult Rebate? Yes  No

If 'Yes', you only need to fill in parts 1, 2, 12, 13 and 18 onwards.

You will find details about Second Adult Rebate on the information sheet enclosed with this form.

Are you or your partner:

	You		Your partner	
• a student? (If 'Yes', we will write to you again.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• registered blind?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• getting Attendance Allowance or the care component of Disability Living Allowance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• long-term sick or disabled and not able to work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does anyone get Carer's Allowance for looking after you or your partner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If 'Yes', who is receiving the allowance?

Do you or your partner have a vehicle from a mobility scheme? Yes  No  Yes  No

Are you or your partner in hospital at the moment? Yes  No  Yes  No

If 'Yes', when did you go in?

 /  / 
 /  / 

When do you expect to come out?

 /  / 
 /  / 

We will contact you if we need any more information.

### Status in the country

Have you or your partner come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last two years?

Yes  No  Yes  No

If 'Yes', we will write to you about this.

What is your nationality?



If your nationality is not British, on what date did you last enter the UK?

 /  / 
 /  / 

The UK is England, Northern Ireland, Scotland and Wales.

### Part 3 About Income Support and income-based Jobseeker's Allowance

	You	Your partner
Are you or your partner getting Income Support or income-based Jobseeker's Allowance at the moment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', when did you start getting it? If 'Yes', go to part 11.	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Are you or your partner still waiting to hear about a claim for Income Support or income-based Jobseeker's Allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', when did you claim?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

### Part 4 About Pension Credit

	You	Your partner
Are you or your partner getting Pension Credit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', answer the questions in this part, then go to part 11. If 'No', go to part 5.		
If 'Yes', which of the following do you get?		
The guaranteed part of Pension Credit	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
The guaranteed and savings part of Pension Credit	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
The savings part of Pension Credit	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you do not know what type of Pension Credit you receive, your pension notice from the Pension Service will tell you. Please provide your Pension Credit notice as proof of the amount you receive.

### Part 5 About being self-employed

	You	Your partner
Are you or your partner self-employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If 'Yes', we will send you a self-employed certificate to fill in.

We will need to see your trading accounts for the last financial year. If you have only recently set up the business and do not have a full year's accounts, we will need to see some evidence of your income.

## Part 6 About working for an employer

Do you or your partner work? **You** Yes  No  **Your partner** Yes  No

This includes getting Statutory Sick Pay, Statutory Maternity Pay and councillor allowances.

If you and your partner do not work, please go to part 8.

### We need proof of all your and your partner's earnings from each job.

Please send your five most recent payslips if you are paid weekly, or two if you are paid monthly. **These must be originals, not copies.** Or, ask your employer to fill in the employer's certificate provided.

	<b>You</b>	<b>Your partner</b>
Do you or your partner receive Working Tax Credit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', how much do you receive?	£ <input type="text"/>	£ <input type="text"/>
<b>Main employment details</b>		
Employer's name and address	<input type="text"/>	<input type="text"/>
Job title	<input type="text"/>	<input type="text"/>
Type of work you do	<input type="text"/>	<input type="text"/>
Payroll number	<input type="text"/>	<input type="text"/>
Date your job started	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Average weekly take-home pay	£ <input type="text"/>	£ <input type="text"/>
Average hours you work each week	<input type="text"/>	<input type="text"/>
How often are you paid?	<input type="text"/> Every	<input type="text"/> Every
How are you paid (for example, cash, direct to bank)?	<input type="text"/>	<input type="text"/>
Date your next pay rise is due	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
When was your last pay rise?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Do you receive profit-related pay or bonuses?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', how often?	<input type="text"/> Every	<input type="text"/> Every
If the job is for a fixed period, when is it due to end?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Are you getting Statutory Sick Pay or Statutory Maternity Pay?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', which do you get?	<input type="text"/>	<input type="text"/>
How much do you get?	£ <input type="text"/>	£ <input type="text"/>
When did it start?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Do you pay into a private or company pension scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', please say how much and how often.	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
Do you or your partner have more than one job each?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If 'Yes', please give details in part 18 or use a separate sheet of paper if you need to.

## Part 7 About any other work

Do you or your partner do any other type of work at all?

Yes  No

Yes  No

This could be voluntary work or any other work, even if it is not paid work.

**You**

**Your partner**

What other work do you do?



What is the name and address of the person you do this work for?

Postcode

Postcode

When did you start this work?

/  /
------

/  /
------

How many hours a week do you usually work?

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Do you get paid?

Yes  No

Yes  No

If you only get expenses or tips, still tick 'Yes' and give details.

How much do you get before any deductions?

£
---

£
---

How often?

Every
-------

Every
-------

We need proof of any earnings. Read the checklist in part 19 to see what you can use as evidence.

## Part 8 About money you pay out

**You**

**Your partner**

Do you or your partner pay towards the cost of a son or daughter in higher education?

Yes  No

Yes  No

If 'Yes', how much and how often?

£	every
---	-------

£	every
---	-------

Please send proof of this payment (for example, a copy of their student grant certificate or award letter).

## Part 9 About money coming in

We need proof of all your and your partner's income, including works pensions, state benefits and allowances.

**You must provide original documents, not copies.**

Read the checklist in part 19 to see what proof you can provide.

You

Your partner

### A Work and personal pensions

Do you receive a work pension or personal pension? (Include any pensions paid for a previous partner.) Yes  No

Yes  No

If 'Yes', how much do you receive after tax? £

£

How often is it paid? Every

Every

What date did it start?  /  /

/  /

Who pays your pension?

Do you pay tax on it? Yes  No

Yes  No

When is your next pension increase due?  /  /

/  /

### B Other pensions

State Retirement Pension £

£

Widow's Pension £

£

War Widow's Pension £

£

War Disablement Pension £

£

### C Benefits and allowances

Contribution-based Jobseeker's Allowance £

£

What date did it start?  /  /

/  /

Maternity Allowance £

£

What date did it start?  /  /

/  /

Widowed Mother's Allowance £

£

Incapacity Benefit - long-term rate £

£

- short-term higher rate £

£

- short-term lower rate £

£

What date did it start?  /  /

/  /

Disability Living Allowance - Care component £

£

- Mobility component £

£

Attendance Allowance £

£

Severe Disablement Allowance £

£

Carer's Allowance £

£

Industrial Injury or Disablement Benefit £

£

Government training schemes £

£

Which training scheme are you on?

New Deal Training Allowance £

£

Any other benefit or allowance £

£

### C Benefits and allowances - continued

	You	Your partner
Please say what this payment is.	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Have you applied for any other benefit and not yet been told if you will receive it? If 'Yes', which benefit or allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Have any pensions, benefits or allowances been reduced because you owe money to Social Security, or for amounts being demanded by the Child Support Agency? If 'Yes', please give details.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Do you receive a Fostering Allowance, Guardian's Allowance, Adoption or Custodian Allowance? If 'Yes', we will write to you again.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

### D Other income

	You	Your partner
If you or your partner receive any maintenance payments, tell us how much.	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
What date did payments start?	<input style="width: 33%;" type="text"/> / <input style="width: 33%;" type="text"/> / <input style="width: 33%;" type="text"/>	<input style="width: 33%;" type="text"/> / <input style="width: 33%;" type="text"/> / <input style="width: 33%;" type="text"/>
Education grant	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Income from rent	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Money instead of concessionary coal	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
<b>Any other income</b> you receive (Please give details.)		
Type of income	<input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Type of income	<input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>

### Part 10 About bank and building society accounts, savings and investments

	You	Your partner
<b>Do you or your partner have any bank accounts, building society accounts, savings and investments? (This includes empty or overdrawn accounts and cash.)</b> If 'No', please go to part 11.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

We need proof of all bank and building society accounts (the last two statements), savings and investments you and your partner have.  
**You must provide original documents, not copies.**

	You	Your partner
If 'Yes', please provide details.		
Cash savings	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>



## Part 10 About bank and building society accounts, savings and investments - continued

### Stocks and shares

Name of company		Number owned	
Name of company		Number owned	

### Unit trusts and investment trusts

Name of company or unit manager		Number owned	
---------------------------------	--	--------------	--

### Other savings and property you own

**You**

**Your partner**

Do you or your partner own any land or property? (Do not count the home you live in.)

Yes  No

Yes  No

If 'Yes', we will write to you again for more details.

Do you or your partner have any **other savings or investments** you have not already told us about? Tell us about any TESSAs, ISAs or TOISAs here.

Yes  No

Yes  No

If 'Yes', please give details.

Type		Value £
Type		Value £

If you or your partner have received back payments of any Social Security benefit in the last year and that money is part of your savings, please give details of that benefit, the amount and the date you received it.

£

/ /

## Part 11 Children (Include all the children living with you who you receive Child Benefit for or who have recently left school.)

You must provide proof that Child Benefit is being paid for the children who live with you. This can be your award letter or a bank statement if it is paid into your bank.

Surname	First names	Date of birth	Relationship to you	Do you receive Child Benefit for any of these children?	If they are registered blind, please tick here.	If you receive Disability Living Allowance for any of these children, please tick here.
		/ /		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you get the lone-parent part of Child Benefit?

Yes

No

**Part 11 Children** (Include all the children living with you who you receive Child Benefit for or who have recently left school.) - continued

**You**

**Your partner**

Do you or your partner receive Child Tax Credit?

Yes  No

Yes  No

If 'Yes', how much do you receive?

£

£

(We need to see proof of this - please provide your latest award notice from the HM Revenue and Customs.)

Do you or your partner receive maintenance payments for any of the children above?

Yes  No

Yes  No

If 'Yes', how much do you receive?

£

£

(We need to see proof of this, for example, a letter from the court confirming how much you get.)

Do you or your partner pay childcare costs to a registered childminder, nursery or school (for example, an after-school club) for any of the children above?

Yes  No

**If 'Yes', we will write to you again for more details.**

Have any of the children above recently left school and started work?

Yes  No

If 'Yes', please give details.

Name of child

School leaving date

/  /

Date they started work

/  /

Hours worked each week

We need proof of their earnings. They can send us their five most recent payslips if they are paid weekly, or two if they are paid monthly. **These must be originals, not copies.** Or, they can ask their employer to fill in the employer's certificate provided.

**Part 12 About boarders, subtenants, joint tenants and joint owners**

Title	Surname	First names	Date of birth	Relationship to you (for example, a boarder)	Date they moved in	Do you provide meals to this person?
			/ /		/ /	Yes <input type="checkbox"/> No <input type="checkbox"/>
			/ /		/ /	Yes <input type="checkbox"/> No <input type="checkbox"/>
			/ /		/ /	Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you or your partner receive money from boarders?

Yes  No

Yes  No

If 'Yes', how much do you receive?

£

£

(Include Housing Benefit payments you receive from boarders.)

Do you or your partner receive money from subtenants?

Yes  No

Yes  No

If 'Yes', how much?

£

£

Does this include money for heating?

Yes  No

Yes  No

## Part 13 About other people who live with you (for example, grown-up children)

If you have other people living with you, we need details and proof of their income. This includes earnings, Income Support, state benefits and interest they receive from their savings.

For proof of earnings, they can send us their five most recent payslips if they are paid weekly, or two if they are paid monthly. Or, they can ask their employer to fill in the employer's certificate provided.

**You must provide original documents, not copies.**

Read the checklist in part 19 to see what they can provide as proof of other income they receive.

If we do not receive this proof, you may get less benefit than you are entitled to.

Title	Surname	First names	Date of birth	Relationship to you	Date they moved in	Do they get Income Support, income-based Jobseeker's Allowance or Pension Credit?
			/ /		/ /	Yes <input type="checkbox"/> No <input type="checkbox"/>
			/ /		/ /	Yes <input type="checkbox"/> No <input type="checkbox"/>
			/ /		/ /	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Are any of the people above:**

	Name	Weekly pay before tax and so on	Hours worked each week
• working? Yes <input type="checkbox"/> No <input type="checkbox"/>		£	

If 'Yes', please give details.

	£	
--	---	--

	Name	Weekly amount	Type of income
• receiving any income apart from wages, Income Support, income-based Jobseeker's Allowance or Pension Credit (including interest from savings)? Yes <input type="checkbox"/> No <input type="checkbox"/>		£	
		£	

If 'Yes', please give details.

	Name	Training period
• receiving a Youth Training Allowance? Yes <input type="checkbox"/> No <input type="checkbox"/>		From / / to / /

If 'Yes', please give details.

	Name	Academic year
• a student? Yes <input type="checkbox"/> No <input type="checkbox"/>		From / / to / /

If 'Yes', please give details.

	Name	Date they went in
• in hospital, prison or other legal custody? Yes <input type="checkbox"/> No <input type="checkbox"/>		/ /

If 'Yes', please give details.

Date they expect to come out

/ /
-----

	Names
• a married couple or a couple living together as if they are married or civil partners? Yes <input type="checkbox"/> No <input type="checkbox"/>	

If 'Yes', please give their names.

## Part 14 Private tenants, lodgers and people living in hostels

If you are a council tenant, you do not need to fill in this section. Go to part 17.  
If you own your home, go to part 18.

### A About your landlord

We need to know the name and home or business address of the landlord of the property you live in. We cannot accept a 'care-of' address. If you pay your rent to an agent, we also need to know their address.

Name and address of your landlord or housing association	Name and address of your agent (if you have one)
Phone number:	Phone number:

If your landlord has an agent, please ask them to provide details of the owner of the property.

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

'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.

Yes  No

If 'Yes', what is the relationship?

Does your landlord live in the property?

Yes  No

### B About your tenancy

What date did your tenancy begin?

 /  / 

Is the tenancy an assured shorthold tenancy?

Yes  No  Don't know

If 'Yes', for what period?

 /  /  to  /  / 

Has your rent been registered by the Rent Officer?

If 'Yes', you must send us the notice of registration form RO5.

Yes  No  Don't know

Did you ask the Rent Officer for a valuation before moving in (a pre-tenancy determination)?

Yes  No

Does anyone share the rent payment with you except your partner?

Yes  No

If 'Yes', please give the names of the people who you share the rent payments with.

### C About where you live

Have you or your partner ever been the owner or joint owner of the property?

Yes  No

What type of property do you live in?

Detached house	<input type="checkbox"/>	Flat over a shop	<input type="checkbox"/>	Maisonette	<input type="checkbox"/>
Semi-detached house	<input type="checkbox"/>	Flat in a house	<input type="checkbox"/>	Hostel	<input type="checkbox"/>
Terraced house	<input type="checkbox"/>	Flat in a block	<input type="checkbox"/>	Caravan or mobile home	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Room or rooms in a house	<input type="checkbox"/>	Residential nursing or care home	<input type="checkbox"/>

### C About where you live – continued

How many floors are there in the whole property?

Does your home have central heating? Yes  No

Is the property furnished by the landlord? Yes  No

If 'Yes', does the landlord provide:

very little furniture?  some furniture?  most of the furniture?

Is the landlord responsible for decorating the inside of your home? Yes  No

Do you and your household live in only part of the building? Yes  No

If 'Yes', where in the building do you live? Front  Centre  Back

Which floor do you live on?

How many of the following rooms are there in the property?

	Bedrooms	Bedsitters	Kitchens	Bathrooms	Living or dining rooms	Other rooms
The number of rooms in the whole house or flat	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
The number of rooms for your use only	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
The number of rooms you share with people who are not part of your household	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you use your home for business? Yes  No

Do you have a main home elsewhere? Tick 'Yes', even if you do not pay rent for it. Yes  No

What is the address?

Do you pay rent? Yes  How much?  No

### D About your rent

You must provide **proof of your rent**, such as a rent book, a tenancy agreement, or a letter from your landlord or their agent.

**You must provide original documents which show all of the details on this list.** You may need to send us more than one document to give us all the proof we need.

- ✓ Your landlord's or agent's name and business address.
- ✓ The date your tenancy agreement started.
- ✓ The amount of rent you are charged.
- ✓ What is included in your rent. For example, fuel, water, meals and other support services.
- ✓ How often your rent is due.

How much is your rent? £

**In some cases, we may make a stopgap payment while we are waiting for information from the Rent Officer. We may review this payment once we have this information.**

How often do you pay your rent? Every week  Every two weeks  Every four weeks  Every month

Do you have any rent-free weeks? Yes  No  If 'Yes', how many?

Does anyone else share the rent with you and your partner? Yes  No

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

How much of the rent do they pay? £

How often do they pay it? For example, every week, every two weeks, every four weeks, every month.

When is the next rent increase due?

Were you able to afford the rent when you moved in? Yes  No

Are you behind with your rent? Yes  No  The amount you owe

Does your rent include any of the following?

	Yes	No	If 'Yes', how much?		Yes	No	If 'Yes', how much?
Council Tax	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Cleaning your accommodation	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Water rates	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Laundry	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Heating	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Personal care and support	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Meals	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Hot water	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Fuel for cooking	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Garage	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Is any of your property used for business?	<input type="checkbox"/>	<input type="checkbox"/>		If 'Yes', do you have a choice of whether to rent the garage?	<input type="checkbox"/>	<input type="checkbox"/>	

If meals are included, which do you receive? Breakfast  Lunch  Evening meal

If any of the services above are included in your rent, please ask your landlord or landlady to provide a breakdown of the services and charges included in your rent. If your landlord or landlady does not fix amounts for services included in your rent, we will have to take standard amounts off your benefit.

## Part 15 How we can pay your Housing Benefit and the choices you have

If you are awarded Council Tax Benefit, your benefit will be credited into your Council Tax Account. In most cases, you can choose where to have your Housing Benefit paid. We can arrange to pay your money:

- direct into your bank or building society account;
- by cheque; or
- in some cases direct to your landlord.

### Payment direct into an account

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

- it is safe and secure;
- it is convenient – you 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 will 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 yourself and your partner; or
- in both the names of yourself and the person acting on your behalf.

**If we cannot pay you directly into an account, we will pay you by cheque.**

How do you want us to pay your Housing Benefit?

- Straight into your bank or building society account  Give your account details below.
- By cheque to you  Go to part 17.

In some cases, we may be able to pay your Housing Benefit to your landlord.

**Please read the section on the Local Housing Allowance in the notes.**

Direct to landlord

If you would like us to pay direct to your landlord, give us details of their bank or building society account below and go to part 16.

Name of the bank or building society

Address of the bank or building society (including the postcode)

Whose name is the account in?

Account number  Sort code

You will find this on the top right-hand corner of the person's cheques.

## Part 16 Paying benefit to your landlord

If you would like 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.

Your signature

Date

**Now ask your landlord to sign this agreement.**

Landlord's name

I agree to accept Housing Benefit payments for the tenant named in this form.

I understand that by law:

- I must tell you straight away if I find out about any change in the tenant's circumstances;
- you can stop paying benefit to me if I do not tell you about any change of circumstances;
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to; and
- if you pay me too much Housing Benefit for any tenant, I must repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

Your landlord's  
signature

Date

## Part 17 Sharing information with your landlord – This includes New Prospect Housing Ltd for council-owned properties.

### Sharing information with your landlord

Sometimes, sharing information with your landlord helps us to deal with your claim quickly and reduces the risk of you falling behind with your rent because of your claim being delayed. We will only share information with your landlord if:

- you are a local authority tenant;
- you have agreed that your Housing Benefit can be paid directly to your landlord; or
- Housing Benefit will be paid direct to you and you agree to us sharing information with your landlord.

But in either case, under the Data Protection Act we need your permission to share information.

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

- whether or not you had claimed or renewed your claim for Housing Benefit and, if so, whether we have made a decision on your claim or not; and
- if we need more information to make a decision on your claim and, if so, what information this is.

There may be other information about your claim that we need to check with your landlord, such as the date your tenancy started, before we can make a decision on your claim. If this is the case, we have to ask your landlord even if you have not given us permission to discuss your claim with them. But unless you have given us permission by signing this form, we will not discuss anything else with your landlord.

**We will not give your landlord any information about:**

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

If you do not give us permission to discuss your claim with your landlord, it will not affect your claim. And if you give us permission but then change your mind, we will follow your wishes. Just contact us and let us know.

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

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

Your signature

Date

## Part 18 Any other information

If there is anything you have not told us about which you want to add to support your claim, or you expect there to be a change in your circumstances in the near future, please use the space below.

## Part 19 Checklist – Is your claim complete? Have you answered every relevant question?

We need proof of all of the information you have provided on your form for yourself and your partner, including National Insurance numbers, identities, income and savings. We also need to see proof of income for other members of your household (see below for the proof you can provide).

Please tick to tell us what proof you are sending with this form. **You must provide original documents, not copies.**

If you do not provide all the proof we need, we might not be able to pay you any benefit. If you cannot provide any of this proof now, return the form to us straightaway and send us the information we need within 1 month.

**The following is a list of the evidence we will accept.**

**Proof of National Insurance number** – P45, P60, wage slips, letters from Social Security or the tax office, benefit payment books, National Insurance number card.

**Proof of identity** – birth certificate, marriage certificate, passport, National Insurance number card, driving licence, UK residence permit, EEC identity card, letter from solicitor, Social Security or the tax office, bank statements (dated in the last four weeks) or recent gas or electricity bill. **We need to see at least two of these documents for you and two for your partner.**

**Proof of savings and investments** – bank, building society accounts (we need the last two statements), post office books, Premium Bonds, National Savings Certificates, ISAs, TESSAs, stocks, shares and unit trusts. We need to see proof of any interest or dividends you get on investments and savings.

**Proof of earnings** – we need proof of your and your partner's earnings from each job. Payslips can be provided (the last five if paid weekly or last two if paid monthly) or your employer can fill in the certificate provided. If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than six months, a summary of your trading records so far. We will also send you a self-employed certificate to fill in.

**Proof of other income** – pension slips from a previous employer or a letter from the court showing how much maintenance you are getting. We need proof of any money people pay you for board and lodgings.

**Proof of benefits, allowances or pensions** – such as current award notices or letters from your Jobcentre Plus office, social security office or Pension Centre or bank statements confirming how much you get.

**Proof of rent (private tenants only)** – tenancy agreement, rent book, letter from landlord or landlord's agent, rent form filled in by the landlord or agent.

**Proof of other money paid out** – letters about student grants or maintenance, agreements or receipts from registered childcarers.

## Part 20 Backdating

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim earlier.

Date you want to claim benefit from

/ /

Tell us why you have not claimed before.

## Part 21 Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, it would be helpful if they sign below to confirm all the details about them are correct. But they do not have to sign.

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

/ /

Partner's signature

Date

/ /

**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

Signature of the person

Relationship to the person claiming

Address and phone number of the person who filled in the form

Date

/ /







## Second Adult Rebate

Second Adult Rebate is a type of Council Tax Benefit for people who may not have a partner but who share their home with someone who:

- is 18 or over;
- is on a low income; and
- does not pay them rent.

If you are claiming Second Adult Rebate only, you **do not** need to fill in all of the form. You only need to fill in parts 1, 2, 12, 13 and 18 onwards.

## Filling in the form

- Use black ink to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.
- Answer 'Yes' or 'No' questions by putting a tick in the relevant box.
- If someone else fills in the form for you, there is a special space for them to sign. You must also sign the form if you can.
- If you need any help filling in the form, our phone number is: **0161 909 6504**

## What to do when you have filled in the form

Return the form to us.

You can take your form and supporting documents to your local library where documents will be copied and sent with your form to the Benefit Section.

**Or if you are a council tenant**, either take the form to your local housing office or return it to the address below.

Or you can send or take the form to:

**Housing/Council Tax Benefit Section  
Customer Services  
Unity House  
Chorley Road  
Swinton  
Salford  
M27 5AW.**

## Benefit fraud

Do you know someone who is claiming Housing Benefit or Council Tax Benefit which they are not entitled to?

**Please ring our benefit fraud hotline on 0800 9178179.**

This is a 24-hour Freephone service.

We will keep the information you give us confidential.

## Backdating your benefit

- Benefit usually starts from the Monday after we get your form. Sometimes, we can backdate a benefit claim for up to 52 weeks from the date you ask us to if there was a good reason why you did not claim sooner.
- If you think we should backdate your benefit, please give details in part 20. We may need to write to you again about this.

## Changes you must tell us about

Tell us straightaway if:

- any of your children leave school or leave home;
- anyone moves into or out of your home (including lodgers and subtenants);
- your income or the income of anyone living with you, including benefits, changes;
- your capital, savings or investments change;
- you or anyone living with you becomes a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison, or gets, changes or leaves a job;
- your rent changes;
- you move;
- you or your partner are going to be away from home for more than a month;
- you receive any decision from the Home Office; or
- anything you have told us about changes.

You must tell us about these changes in writing – a phone call is not enough.

If you don't tell us about these changes you may lose money you are entitled to or you may get too much benefit.

You must make sure that you tell us about these changes. Don't rely on someone else to pass the message on.

It is an offence not to tell us about any change of circumstance that affects your benefit. We may take court action against you and if we pay you too much benefit, you will probably have to pay it back.

## How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send us, to process your claim for Housing Benefit and Council Tax Benefit.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and the Inland Revenue, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information we hold. We may also get information about you from certain third parties, or give them information to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

These third parties include government departments, local authorities and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

We, Salford City Council, are the data controller for the purposes of the Data Protection Act.

If you want to know more about what information we have about you, or the way we use that information, please ask us.

## E-mail and website addresses

You can contact us by e-mail at [Revenues@salford.gov.uk](mailto:Revenues@salford.gov.uk)

You can find more information about Housing Benefit, Local Housing Allowance, Council Tax Benefit and Council Tax on our website at [www.salford.gov.uk](http://www.salford.gov.uk)

You can get more information on the Local Housing Allowance on the Department for Works and Pensions website at [www.dwp.gov.uk](http://www.dwp.gov.uk)

You can get more information on bank accounts from the Financial Services Authority at their consumer website at [www.fsa.gov.uk/consumer/banking/index.html](http://www.fsa.gov.uk/consumer/banking/index.html)

# Receipt

If you would like a receipt to confirm that we have received your claim form, please:

- write your name and address in the space below;
- take this letter and your filled-in claim form to the Benefits Office at the Civic Centre in Swinton, or to your local Area Housing Office if you are a council tenant; and
- ask the person you give the form to at the council office to fill in the bottom section of this letter.

.....

Your name: .....

Your address: .....

.....

.....

When it is filled in, this receipt confirms that we have received the following documents from you.

A member of staff at the council office must fill in this section.

Please tick the relevant boxes.

- Claim form
- Proof of income
- Proof of savings and investments
- Proof of rent (private tenants only)
- Proof of income (non-dependants)
- Other information

.....

## For office use only

Received by: .....

Date received
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