

Part 1 About rent - continued

Are you or your partner a director, shareholder or employee of your landlord? No
Yes

Have you or your partner ever owned your current home? No
Yes

Has your rent been registered as a fair rent by a rent officer? No
Yes Please send us the notice of registration (RO5).

Are there 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 much? £

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 or your partner.

How much of the rent do you pay? £ every
(For example, every week/fortnight/4 weeks/month.)

Does your rent include money for the following?

Meals No
Yes Which meals are included? All Breakfast Evening

Water authority charges	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Laundry	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Heating	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Cleaning rooms or windows	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Lighting	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Gardening	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Hot water	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Garage or Parking space	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Fuel for cooking	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Personal Care and Support	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Is anything included or separate from your rent that you have not already told us about? No
Yes What is it?

Part 2 About where you live

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 houseboat	<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"/>
Detached bungalow	<input type="checkbox"/>	Other (please give details below)	<input type="checkbox"/>		

Part 2 About where you live - continued

Please tick to show if the property is let as:

- furnished** That is, completely furnished
- partly furnished** That is, some furniture, but not all
- minimally furnished** That is, just two or three items
- unfurnished** That is, no furniture at all

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

Separate toilets

Kitchens

Other rooms

What are these other rooms?

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?

All Basement Ground 1st 2nd 3rd

How many floors are there in the building?

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

Do you use your home for business?

No

Yes

Do you have a main home somewhere else? If your main home is somewhere else in the UK or abroad, tick 'Yes', even if you do not pay rent for it.

No

Yes What is the address?

Postcode

Part 3 Foster carers

Are you or your partner an approved foster carer? No Go to Part 4
Yes

Do you have a foster child/children placed with you? No
Yes

Name of child/children

Are you between placements for a foster child? No
Yes

Date last placement ended?

Are you or your partner a newly approved foster carer, awaiting your first foster child placement? No
Yes

Date of approval?

Part 4 Overnight carers

Do you or your partner have a carer who stays overnight in your home? No Go to Part 5
Yes

Is the overnight care provided by a carer (or team of carers) who lives in your home? No
Yes

Do you have a spare bedroom that your carer (or team of carers) uses to sleep overnight? No
Yes

Name of carer

Usual address of carer

Postcode

Part 5 Checklist

We will need to see proof of your rent so that we can decide how much benefit you are entitled to.

Please tick to tell us if you are sending evidence with this form. We must see **original** documents, not copies. If you bring them to one of our Customer Service Centres, we will take the details we need and give you the documents back straight away.

Evidence of private rent and tenancy

Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord

Part 6 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 that all the details about them are correct.

Please read this declaration carefully before you sign and date it.

- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I agree** that you will use the information provided to process my claim for Housing Benefit, Council Tax Support (reduction) and/or Council Tax Benefit, or to assess any discount or grant for Council services. You may check some of the information with other sources as allowed by the law.
- **I understand** that you may use any information I have provided in connection with this and any other claim for state 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** that I must let the Council's Customer Accounts Section know straightaway in writing about any change in my circumstances, or the circumstances of anyone living with me, which might affect my claim.

Signature of person claiming

Date

Partner's signature

Date

Part 7 How you will be paid

- If you are a **Council tenant**, we will pay any housing benefit you are due straight into your rent account.
- If you pay rent to a **private landlord**, we will pay any benefit directly to you. If you feel this will cause you difficulties, please ring us for a "Direct Payments to Landlord form". You will find our telephone number on the front page of this form.
- If you pay rent to a **Housing Association** you can either have your housing benefit paid to you or direct to your Housing Association. Please tick how you would like to be paid.

To myself

To my Housing Association

Payment to you or your landlord will be made by direct credit to a current or basic bank account.

Please complete the details of the account to be credited.

Name of bank/building society

Branch

Account name

Account number

Sort code

If you have not got a current or basic account, and have previously been unable to open one, banks have leaflets giving details of the new Basic Bank Accounts you can open. With a Basic Bank Account, you will receive a cash-machine card, which you can usually use to draw cash in post offices, but not a debit card, cheque book or overdraft.

Contact Details

You can hand your form in or visit us in person at one of the following Customer Service Centres.

Biggleswade

73 High Street (located within Jobcentre Plus)
Biggleswade
Beds
SG18 0JH

Opening times

Monday, Tuesday, Thursday	9:00am to 5:00pm
Wednesday	9:30am to 5:00pm
Friday	9:00am to 4:00pm

Dunstable

Watling House
High Street North
Dunstable
Beds
LU6 1LF

Opening times

Monday to Thursday	8:30am to 5:00pm
Friday	8:30am to 4:00pm

Leighton Buzzard

Bossard House
West Street
Leighton Buzzard
LU7 1DA

Opening times

Monday, Tuesday, Thursday	8:30am to 4:30pm
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Shefford

Priory House
Monks Walk
Chicksands
Shefford
Beds
SG17 5TQ

Opening times

Monday to Thursday	8:30am to 5:00pm
Friday	8:30am to 4:00pm

If you have any queries concerning this form that you wish to discuss by phone you can call us on 0300 300 8306.

Opening times

Monday to Thursday	8:30am to 5:30pm
Friday	8:30am to 4:30pm

You can also email us at customer.accounts@centralbedfordshire.gov.uk