

Your address

*This should be the address you are claiming benefit for, **not** the address of your additional property.*

LA office address

**Customer Accounts
Central Bedfordshire Council
Watling House
Dunstable
Bedfordshire
LU6 1LF**

Our phone number is

0300 300 8306

Your reference number (if known)

Date

We need some more information

In your application for Housing Benefit/Council Tax Support you said that you have an interest in property which is not the property you are living in.

We need some more information about the property before we can decide how much benefit you could get.

Please answer the questions as if you were doing so on **the date you made your claim for benefit/support.**

If there have been any changes since this date, tell us on a separate sheet of paper.

When you have answered the questions, send this form back to us.

If you have any recent papers to show how much the property is worth, please send them to us with this form.

This could be a valuation document or evidence of the sale of the property. We will send the papers back to you.

If you cannot send us anything to show how much the property is worth, we may have to arrange for the property to be inspected externally by an independent valuer.

The valuer will give an opinion about the value of the property. Please make sure you tell us everything about the property which may affect its value.

If you need any help to fill in this form, please get in touch with us. Our phone number and address are at the top of this page.

Part 1 About the property

1 Full address of the property.

If you have an interest in more than one property, tell us about the other properties on a separate form LA1 or answer all the following questions on a separate sheet of paper.

Postcode

2 Please tell us what type of property it is.

House, bungalow or flat	<input type="checkbox"/>	Number of bedrooms	<input type="text"/>
Block of houses or flats	<input type="checkbox"/>		
Shop	<input type="checkbox"/>	or warehouse	
Land	<input type="checkbox"/>		<input type="text" value="acres / hectares"/>
		Please send an Ordnance Survey plan of the land showing the boundaries.	
Other – please explain	<input type="checkbox"/>	<input type="text"/>	

3 Are you taking steps to dispose of the property or your share in it – for example, by selling it?

If it is already for sale, when did you first take these steps?

No

Yes Please tell us about this on a separate sheet of paper. Please send us proof that the property is for sale, such as estate agent's sale particulars.

/ /

4 Is the property subject to divorce or dissolution of a civil partnership proceedings?

For example, proceedings about the disposal of assets of the marriage/civil partnership.

When did you leave the matrimonial home/home of the civil partnership?

No

Yes What stage have the proceedings reached?

Please send details of any proposals, court orders or agreements affecting the property.

5 Do you intend to live in the property?

What stops you living in it now?

No

Yes When do you intend moving in?

6 What is your interest in the property?

Please tick one box.

Freehold

Leasehold How long is the lease for?

What date did the lease start?

How much is the rent or ground rent, excluding VAT? £ every

Please send a copy of the tenancy agreement.

Other Please give details

Part 1 About the property continued

7 Is there a mortgage or other charge on the property?

No

Yes

How much is outstanding?

£

Please send a copy of the latest mortgage statement.

Are there any mortgage arrears secured on the property?

No

Yes

How much are the arrears?

£

Is any other debt secured on the property?

No

Yes

How much is outstanding

£

Please send a copy of the latest statements etc.

8 Has planning permission been granted for any proposed changes to the property?

For example, the building of an extension.

No

Yes

Please tell us about this on a separate sheet of paper.

9 Has planning permission been refused for any proposed changes to the property?

No

Yes

Please tell us about this on a separate sheet of paper what the plans were and why permission was refused.

10 Are there any legal restrictions on the property?

No

Yes

Please tell us about this on a separate sheet of paper.

11 Are there any tenants living in the property or using it for business?

No

Yes

Please tell us about them.

Names of all the tenants

Amount of rent you should get and how often it is payable

£

every

excluding VAT

Length of tenancy

Date tenancy started

Please tick to tell us the type of tenancy.

Please send a copy of the tenancy agreement, if you can.

Assured

Assured shorthold

Other residential tenancy

Protected business tenancy

Other business tenancy

Part 1 About the property continued

- 12 Please tell us about anyone who
- lives in the property who is not a tenant, or
 - uses it for business.

	Person 1	Person 2
Name of occupier/user	<input type="text"/>	<input type="text"/>
Do they live there?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do they use it for business?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
How long have they occupied the property?	<input type="text"/>	<input type="text"/>
Relationship to owner or tenant if any	<input type="text"/>	<input type="text"/>
Age if 60 or over or if under 19 and still in education	<input type="text"/>	<input type="text"/>
Are they a lone parent?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they sick or disabled?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
What social security benefits do they get, if any?	<input type="text"/>	<input type="text"/>
What date was this benefit paid from? /	<input type="text"/>	<input type="text"/>
	Person 3	Person 4
Name of occupier/user	<input type="text"/>	<input type="text"/>
Do they live there?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do they use it for business?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
How long have they occupied the property?	<input type="text"/>	<input type="text"/>
Relationship to owner or tenant if any	<input type="text"/>	<input type="text"/>
Age if 60 or over or if under 19 and still in education	<input type="text"/>	<input type="text"/>
Are they a lone parent?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they sick or disabled?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
What social security benefits do they get, if any?	<input type="text"/>	<input type="text"/>
What date was this benefit paid from? /	<input type="text"/>	<input type="text"/>

- 13 Please tell us about the outgoings on the property.

If someone else is responsible for any of the following items, please get their permission to tell us this information.

	Amount and how often it is paid	Name of person who pays it
Mortgage £	<input type="text"/> every	<input type="text"/>
Ground rent	£ <input type="text"/> every	<input type="text"/>
Council tax or business rate	£ <input type="text"/> every	<input type="text"/>
Water charges	£ <input type="text"/> every	<input type="text"/>
Rent charge	£ <input type="text"/> every	<input type="text"/>
Please tell us about any other outgoings	<input type="text"/>	<input type="text"/>
	£ every	<input type="text"/>

Part 2 About jointly owned property

14 Do you jointly own the property with anyone?

No Go to **Question 24** at the start of **Part 3**.

Yes Please tell us the names of all the owners

Names of owners who would be entitled to a share in the proceeds if the property was sold (the beneficiaries).

Names of legal owners of the property who **would not** be entitled to a share in the proceeds if the property was sold – for example, trustees or solicitors.

15 Are you a joint tenant (joint owner in Scotland)?

No

This will apply to you if your share would increase automatically if one of the other owners were to unfortunately die.

Yes

16 Are you tenant in common (common owner in Scotland)?

No

This may apply if the share is written down in a legal document. If it is written down, please send us a copy of the document.

Yes What is your share?

17 Did you buy the property?

No Please explain how the property came into your possession (eg the property was left to you in a will; my son bought it for me)

Yes i) What was the original purpose of buying the property? (ie, the reason you originally bought it – as a home, an investment etc)

ii) Did you purchase the property yourself? (ie, did you finance the property from your own savings or with a loan from a building society, bank etc). If not, please explain.

18 What is the property used for at the moment?

19 Would any of the other owners be willing and able to buy your share?

No

Yes

20 Would any of the other owners be willing to sell the property as a whole?

No

Yes

21 Are there any agreements between the owners about selling the property, if one of the joint owners wanted to sell it?

No If one of the joint owners wanted to sell, would they be likely to take legal action to force a sale?

No

Yes

Yes Please tell us about this on a separate sheet of paper.

Part 2 About jointly owned property continued

22 Has a share in the property ever been sold before? No
Yes How much was it sold for? £
When was it sold? / /

23 Are there any court orders which affect the way the property is sold? No
Yes Please tell us about this on a separate sheet of paper
For example, an order that the property must be sold as a whole.
If a court order is being pursued, tick **Yes**.

Part 3 More about the property

24 Is there anything else that may affect the value of the property? No
Yes Please tell us about this in the box below.
For example,

- the interior is derelict or sub-standard
- restrictions on its sale
- shared access or difficulties or restrictions on access
- if services are provided
- if a smallholding or land for personal use is attached to it (in addition to any garden)
- if it is occupied only in part, (tell us which part).

25 What is your estimate of the value of the property at the date on the front of this form? £

26 Do you give us permission to arrange for the property to be valued by an independent valuer, if necessary? No
Yes
If **No**, please tell us why.

Remember that any valuation will be done by means of an external examination, in accordance with the Royal Institution of Chartered Surveyors (RICS) guidelines. It is important that you give us as much information about the property as possible so we can obtain an accurate valuation.

Part 4 Your declaration

I understand that if I give information that is incorrect or incomplete, I may be liable to prosecution or other action.

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

Your signature

Date