

Part 4 About rent

Do you pay rent for your home?
Tick 'Yes' even if you would pay rent but you already get Housing Benefit or Local Housing Allowance.

No Please go to Part 7
Yes Answer the next question.

Are you claiming Housing Costs as part of your Universal Credit claim?

Yes Please go to Part 7
No Answer the next question.

What is your landlord's name and address?

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

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.

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

No
Yes What is the relationship?

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

is my landlord's or agent's

Do you or your partner own, or have you ever owned, any part of the property you now live in?

No
Yes

Do you rent the accommodation from a company of which you or your partner are a director or employee?

No
Yes

Do you live in the property as a condition of your or your partner's employment?

No
Yes

Is your landlord the ex-partner of you or your partner?

No
Yes

Is your landlord the parent of a child for whom you or your partner are responsible?

No
Yes

Is your landlord a trust of whom you or your partner are a trustee or are a beneficiary?

No
Yes

Is your landlord a trust of whom your child or your partner's child is a beneficiary?

No
Yes

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 you will need to tell us when you have actually moved in.)

Part 4 About rent – continued

What sort of tenancy do you have?

For example, licenced, assured, shorthold, regulated.

How long is the tenancy for?

 / /

to

 / /

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/four 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/four weeks/month.)

When is the next rent increase due?

 / /

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

No

Yes

Please send us the notice of registration (RO5).

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?

How much do you owe?

 £

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.

Part 4 About rent – continued

Does your rent include money for the following?

Meals	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	If 'Yes', which ones?	
	Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Evening Meal <input type="checkbox"/> How much? £ <input type="text"/>
Water rates	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Heating	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Lighting	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Hot water	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Fuel for cooking	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Laundry	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Cleaning your accommodation and/or windows	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Gardening	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Garage or parking space	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
		Do you have to rent the garage as part of your tenancy agreement?	No <input type="checkbox"/> Yes <input type="checkbox"/>
Personal care and support	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Do you pay any other service charges in your rent?	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>

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

Please send a breakdown of these services.

What for?

We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 11 to see what you can use as evidence.

Part 5 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, 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, we will be able to tell your landlord whether:

- you have claimed Housing Benefit;
- we have made a decision on your claim;
- we have made a payment to you; and
- we need more information to make a decision on your claim, and what that information is.

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 you, Conwy County Borough Council, permission to share my information about the progress of this Housing Benefit claim with my landlord or their agent.

Your signature:

Date:

Your partner's signature:

Part 6 About where you live

What sort of property 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"/> |
| Other | <input type="checkbox"/> | | | | |

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

Does your home have central heating?

No

Yes

Does your home have a garden?

No

Yes

Part 6 About where you live – continued

Do you or your partner have a carer who lives somewhere else but provides care overnight in your home? If 'Yes', please give details and name and address of carer/s

No

Yes

Do you or your partner have a child living at your address who is unable to share a bedroom due to severe disability? If 'Yes', please give detail and enclose any supporting evidence?

No

Yes

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

If "Yes", please give details

No

Yes

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	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 7 How we can pay your entitlement - continued

Please provide the following information.

Name of Bank or Building Society

Account Name

Bank or Building Society Sort Code

Bank or Building Society Account Number

Part 8 Paying Housing Benefit to your landlord

If you would like us to pay your Housing Benefit straight to your landlord you must tick this box and 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

Your landlord will need to read and sign the declaration below IF NOT A REGISTERED HOUSING ASSOCIATION.

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.

Landlord's bank details for Direct Payment into a bank account by BACS transfer if not a Registered Housing Association

Name the account is held in

Name of Bank or Building Society

Bank or Building Society Sort Code

Bank or Building Society Account Number

Landlord/Agent Signature

Landlord Reference (if known)

Date

Part 9 Other information

Please use this space to tell us anything else you feel may help us to deal with your claim (for example, if you want us to pay benefit from an earlier date). Please use a separate piece of paper if you need more space.

Part 10 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, Council Tax Reduction, Free School Meals, Secondary School Uniform Grant or a Financial Assessment for Home Care or Residential Care, or any of these. 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 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 companies such as banks and organisations that may lend me money, if the law allows this.

To view Revenue and Benefits full Privacy Notice then please visit our website www.conwy.gov.uk/rbas/privacy

I know I must promptly let the Benefits Unit at Conwy County Borough Council know about any change in my circumstances which may affect my claim.

Failure to do so may result in you taking action against me, which may include court action.

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

Your Signature

Date

/ /

Your partner's signature

Date

/ /

