

**Housing Benefit**

***Change in Circumstance***

Name \_\_\_\_\_ Claim Number \_\_\_\_\_

Address \_\_\_\_\_

Telephone Nos.

e-mail address

Date of change(s)

Details of change(s)

Your signature .....

Date.....

**NB: Remember to enclose evidence of any changes.**

***Examples of Changes of Circumstances you need to tell us about:***

**Income details**

You must tell us if:

- a partner moves in or out
- you or your partner start work
- you start or stop getting Child Benefit, Jobseeker's Allowance or any other state benefit; or
- there is any other change in your income or savings.

**Household details**

You must tell us if:

- any of your children leave school, start work or start to get Jobseeker's Allowance;
- anyone comes to live with you or anyone leaves (including lodgers or tenants);
- you have a student child who normally studies away from home and they return home during the holiday period;
- you or your partner go into hospital, (tell us the date you go in and when you go home);
- someone living with you stops or starts to get Jobseeker's Allowance or starts work; or
- you stop or start caring for a disabled person.

**Going abroad**

You must tell us if you or your partner, or both of you, leave the country. Tell us before you go and as soon as you get back.

**Accommodation details**

You must tell us if:

- your rent goes up or down; or
- you change your accommodation, even if this is to another room in the same house.

**Other changes which may affect your benefit**

- If Disability Living Allowance stops, starts or changes.
- If you have received benefit as a student and your course finishes.

**What happens if I don't tell you about changes?**

- If you don't tell us, we're likely to go on paying the same rate of Housing Benefit as before and this may be wrong.
- We may need to change the amount we pay you, or stop your Housing Benefit completely because of a change.

**If you don't tell us, or are slow to tell us, we may have paid you too much Housing Benefit. We will expect you to pay it back, and we may take it out of any other benefits you are being paid**