

Please complete all sections of this form and return *immediately* to Housing Benefit.

HB Claim Number: \_\_\_\_\_

### Part 1: About You

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Name(s): \_\_\_\_\_

NI Number: 

--	--	--	--	--	--	--	--	--

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Part 2: What address were you last paid Housing Benefit for?

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Are you still liable to pay rent for this property? Yes ☐ No ☐ If yes, until what date? \_\_\_\_\_

If yes, please tell us why you still have to pay rent at the above address

As per your tenancy agreement what period of notice was required? \_\_\_\_\_

What date did you give notice to the landlord? \_\_\_\_\_

### Part 3: About your *new* address

Address: \_\_\_\_\_  
include any  
flat number \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

What is your tenancy start date? \_\_\_\_\_

When did you move in (first night in the property)? \_\_\_\_\_

If you have not moved in, what date do you expect to\*? \_\_\_\_\_

**\*NB:** Housing Benefit is normally *only payable* from the date you occupy the property.

## Part 4: About your new Landlord / Agent

Landlord/Agent's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

Did you, or your partner, ever own this property? Yes ☐ No ☐

- If yes, what date did you sell the property? \_\_\_\_\_

Are you or your partner related to the owner or agent? Yes ☐ No ☐

- If yes please state relationship: \_\_\_\_\_

Is the landlord or agent a former partner of either you or your current partner? Yes ☐ No ☐

- If yes did either you or your partner live with the landlord / agent in this property? Yes ☐ No ☐

Is the landlord or agent a close family member / partner? Yes ☐ No ☐

Is the landlord or agent responsible for any of your or your partner's children who live with you? Yes ☐ No ☐

### Sharing information with your landlord

Sharing information with your landlord can help us to deal with your claim more quickly. If you agree to this we will only share information about the progress of your claim; we will not share any of your personal details. Sharing information with your landlord may also prevent any action being taken against you by your landlord for non-payment of rent or rates, while your claim is still being processed.

I consent to the Housing Executive sharing information concerning my claim with my landlord. Yes ☐ No ☐

### Withdrawal of Consent

You can withdraw your consent at any time by emailing [dataprotection@nihe.gov.uk](mailto:dataprotection@nihe.gov.uk) or by contacting Housing Benefit (see page 5 for details) or any Housing Executive officer.

## Part 5: Charges you pay

How much are your housing costs (rent/rates) and how often is this payable?	£	Weekly / Monthly*
Do you share paying the rent with anyone other than your partner?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
• If yes, what is your share of the rent?	£	Each
Will the rates bill be in your name?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you use the property for any sort of business?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have a garage or parking space	Yes <input type="checkbox"/> No <input type="checkbox"/>	
• If yes can you choose not to rent this?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the property furnished?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

\*delete as appropriate

PLEASE SIGN THE DECLARATION (Part 8; Page 5)

Are there any weeks when you do not have to pay the landlord?

Yes ☐ No ☐

- If yes how many weeks each year?

Are you behind (in arrears) with your rent?

Yes ☐ No ☐

- If yes by how many weeks?

## Part 6: About how you want to be paid

You can usually choose to have payments made directly to you or to your landlord. Sometimes, however, we must make payments to your landlord. If you have to pay rates separately from your rent we can also pay these to the Rates Office for credit to your rates account. Please let us know your preference.

To whom do you want your *rent* benefit paid to?

Landlord ☐ Self ☐

To whom do you want your *rates* benefit paid to?

Landlord ☐ Self ☐ Rates office ☐

## Bank details

Even if you chose to have payments made to your landlord or the Rates Office we may still have to make some payments directly to you. Please give details of the bank or building society account you wish us to use for this.

Name of bank / building society:

Address of your branch:

Postcode:

Name on account:

Sort Code:

						Account N°								
--	--	--	--	--	--	------------	--	--	--	--	--	--	--	--

## Part 7: Who lives with you

You **must** tell us who lives with you at your new address

Full Name	Date of Birth	Who this person is (eg joint tenant / partner / child)

## Part 8: Changes in your circumstances not previously reported

You **must** tell the Housing Executive of any changes in your circumstances that could affect the amount of Housing Benefit you receive within one month of the change happening.

Please use the space below to tell us about any change(s) in your circumstances that you have NOT already told us about. Please see [www.nihe.gov.uk](http://www.nihe.gov.uk) for details of what changes must be reported.

### Details of Changes in Circumstances (Evidence for some changes will be needed)

#### Changes in Circumstances...continued

If you have delayed reporting a change of circumstances for more than 1 month you may have been overpaid. Overpayments must be paid back and can be taken from any ongoing benefit entitlement you have regardless of the address for which you get Housing Benefit.

## Part 9: Personal Data

The Housing Executive protects your personal information in accordance with General Data Protection Regulation and Data Protection Act 2018. You have a right to know how we collect and use your personal information. These details can be found in our Privacy Notice on our website [www.nihe.gov.uk/privacy\\_notice](http://www.nihe.gov.uk/privacy_notice) or we can post or email a copy to you.

### Your Information

#### What we do with your information

You have applied to the Housing Executive to claim Housing Benefit. The Housing Executive in processing your application is exercising its statutory powers using the lawful basis of public task. The Housing Executive requires the information as it is necessary for the purpose of deciding your Housing Benefit entitlement (if any), under the law.

#### Sharing your information with others

We will share your information to process your claim for Housing Benefit and any other claim for Social Security benefits. Your information may also be shared with government departments for use in the prevention, detection, investigation or prosecution of offences relating to Social Security or tax. Your information may also be shared for other functions of the Housing Executive under statute, including the recovery of rent arrears. Your information is only shared where this is necessary to comply with our legal obligations or as permitted by General Data Protection Regulation or the Data Protection Act 2018.

### What next?

- Please sign this form and return it to your nearest Housing Benefit (see final page for details) or Housing Executive office.
- Please make sure your new landlord / letting agent completes the '[Certificate of Occupation](#)' *[if you're reading this online it opens in a new tab and should be printed off for your landlord to complete]* which is available at your local office or on [www.nihe.gov.uk](http://www.nihe.gov.uk)

## Part 7: Help completing this form

If anyone helped you complete this form please give their details below

Name	
Organisation	
Position	
Address	
Postcode	
Telephone	
Please tell us why they helped you complete this form	

## Part 8: Declaration

I declare that to the best of my knowledge and belief that the information I have given on this form is correct, true and complete and I wish my Housing Benefit to continue.

I understand that if I give information that is incorrect or false or incomplete or if I do not report a change of circumstances, that action, including court action may be taken against me.

I understand that if I am paid too much housing benefit that I may have to repay this.

I agree to report any further changes in my circumstances that will affect my award of Housing Benefit.

If someone else completed the form on my behalf I confirm that the details on this form have been read back to me and are correct.

**Claimant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If someone else completed the change of address form for you they must sign here:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Further Information / Independent Advice

- Housing Executive: 03448 920 902 | Textphone\* 18001 03448 920 902 | [www.nihe.gov.uk](http://www.nihe.gov.uk)
- Advice NI: 0800 028 1881 | Housing Rights: 028 9024 5640 | Law Centre NI: 028 9024 4401

\*Next Generation Text: for use by those who are deaf, hearing or speech impaired; a textphone or App is needed.

Housing Benefit office	Council Area(s) covered	Email
Strangford House 28 Court Street NEWTOWNARDS BT23 7NX	Ards and North Down Lisburn and Castlereagh City Newry, Mourne & Down (Downpatrick)	<a href="mailto:Southeast.housingbenefit@nihe.gov.uk">Southeast.housingbenefit@nihe.gov.uk</a>
Twickenham House Mount Street BALLYMENA BT43 6BP	Antrim & Newtownabbey Mid & East Antrim Causeway (Ballymoney / Coleraine / Moyle)	<a href="mailto:Northeast.housingbenefit@nihe.gov.uk">Northeast.housingbenefit@nihe.gov.uk</a>
Housing Centre Adelaide Street Belfast BT2 8PB	Belfast City Council	<a href="mailto:Belfasthb@nihe.gov.uk">Belfasthb@nihe.gov.uk</a>
McAllister House Woodside Avenue OMAGH BT79 7BP	Mid-Ulster (Dungannon / Cookstown) Fermanagh & Omagh	<a href="mailto:Omagh.housingbenefit@nihe.gov.uk">Omagh.housingbenefit@nihe.gov.uk</a>
Marlborough House Central Way CRAIGAVON BT64 1AJ	Armagh, Banbridge, Craigavon, Newry, Mourne & Down (Newry / Mourne)	<a href="mailto:Southarea.hb@nihe.gov.uk">Southarea.hb@nihe.gov.uk</a>
Richmond Chambers The Diamond LONDONDERRY BT48 6QP	Derry City and Strabane Causeway (Limavady) Mid-Ulster (Magherafelt)	<a href="mailto:Westarea.housingbenefit@nihe.gov.uk">Westarea.housingbenefit@nihe.gov.uk</a>