

Housing Executive

NOTIFICATION OF CHANGE OF ADDRESS (HOUSING EXECUTIVE & HOUSING ASSOCIATION)

Part 1 - About you and your old address

Your Name								
National Insurance Number								
Claim Reference Number								
Address where Housing Benefit is currently being paid								
	Post Code							
Your contact details	Home telephone							
	Mobile telephone							
	E-mail address							

Have you moved out of this address	YES		NO	
• <i>If yes, what date did you move out</i>				
Are you still liable to pay rent for this property	YES		NO	
• <i>If yes to what date</i>				
If you still have to pay rent at your old address please tell us why below				

Part 2 - About your new address

New Address (Include any flat number)				
	Post Code			
Who is the landlord	Housing Executive		Housing Association	
• <i>Name of Housing Association if applicable</i>				
Tenancy start date				
Date you moved in				
If not yet moved in when do you expect to do so				

Part 3 - Sharing information with your landlord

Sharing information with your landlord can help us to deal with your claim more quickly and reduce the risk that your landlord will take action against you in the event of non-payment. If you agree to this we will only tell your landlord about the progress of your claim and the amount to be paid. We will not disclose any personal details and you can withdraw your consent at any time.

Can we share information concerning your claim	YES		NO	
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Part 4 – About how you want to be paid

If you are a Housing Executive tenant we will credit your rent and rates account with any Housing Benefit due. If, however, you are a Housing Association tenant you can usually choose to have payments made to yourself or directly to your landlord. Please let us know your preference below

I want to receive payments myself	YES		NO	
I want all payments made to my landlord	YES		NO	

Please note that in some instances we may have to make payments to your landlord despite your wishes.

If you have chosen to have payments made to yourself please give details of the bank or building society account you wish us to use for this.

Name of bank or building society							
Branch address							
		Post Code					
Sort Code							
Account Number							
Account Name							

Part 5 - About others who live with you

So that we can update our records please give us some information about everyone who currently lives with you.

NAME	DATE OF BIRTH	WHO IS THIS PERSON TENANT

PART 6 – For Housing Association tenants only

How much in total do you have to pay each week	£			
Are you behind with your rent	YES		NO	
• If yes by how many weeks				
How many bedrooms are there in the property				

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PART 7 – About any changes in your circumstances not already reported

You are required to advise the Housing Executive of any changes in your circumstances that could affect the amount of Housing Benefit you receive and, generally, you should do this within one month of the change occurring.

If there have been any changes in your circumstances that you have **NOT** already reported to us please give us details in the space provided below. We will need to have evidence of certain changes if so we will contact you.

If you have delayed reporting a change of circumstances for more than 1 month you may have been overpaid. Any overpayment will have to be repaid or will be deducted from ongoing benefit entitlement regardless of the address at which you receive Housing Benefit

PART 8 – Declaration to be completed by all applicants

Please read the statement below and then sign and date it.

I wish my Housing Benefit to continue. I declare that the information given on this form is correct and complete to the best of my knowledge and that there have been no changes in my circumstances, which I have not already reported to the Housing Executive. I authorise the Housing Executive to make any enquiries it considers necessary to verify the information given by me and understand that the information given may be shared with other Departments or Agencies for the purpose of preventing crime. I understand that action may be taken against me if the information I have given is incorrect or incomplete.

Signed _____ Date _____

What to do next

Return this form without delay to your Housing Benefit office or any Housing Executive office. Housing Association tenants may return the form to their Housing Association office.