

You must complete all the sections of this form that apply to you.

Do not use this form if you currently receive Housing Benefit and you are moving home. You need to complete a change of address form instead.

Please note you can complete a new application or a change of address form using our online forms on our website. Please visit: nihe.gov.uk

Please select one from the list below:		I wish to claim Housing Benefit Yes <input type="checkbox"/> No <input type="checkbox"/>	
I am		I wish to claim Rate Relief Yes <input type="checkbox"/> No <input type="checkbox"/>	
An Owner Occupier	<input type="checkbox"/>	I wish to claim Lone Pensioner Allowance Yes <input type="checkbox"/> No <input type="checkbox"/>	
A Housing Executive Tenant	<input type="checkbox"/>		
A Housing Association Tenant	<input type="checkbox"/>		
A Private Tenant	<input type="checkbox"/>		
A Hostel Resident	<input type="checkbox"/>		
A Single Let temporary accommodation placement by NIHE or Social Services	<input type="checkbox"/>		
A Hotel or Bed and Breakfast	<input type="checkbox"/>		
Other	<input type="checkbox"/>		

Land and Property Services (LPS) assess entitlement to Lone Pensioner Allowance (LPA) for owner occupiers. If you **own and occupy** your own home and you would like to apply for LPA, please contact LPS.

Telephone: 0300 200 7801 (calls charged at local rate) / **Dial:** 0044 28 9049 5794 if outside the UK

Text Relay: 18001 0300 200 7801 / **Email:** applicationbased.raterelief@finance-ni.gov.uk

PART 1. – Basic information about you and any partner

First we need some basic information about you and any partner you may have. By partner we mean someone you are married to, in a civil partnership with or someone you are living with as if you were married or civil partners.

	YOU	YOUR PARTNER
Title (Mr, Mrs, Ms, other)		
First name		
Last name		
Other names used		
Date of Birth		
National Insurance Number		
Home telephone number		
Work telephone number		
Mobile telephone number		
Email address		
Where you declare an email address in the space above, you are confirming that the Housing Executive can use this email address to send you all your Housing Benefit notifications and correspondence.		

Address for which you are now claiming Housing Benefit	Post Code
If you are a tenant, what date did this tenancy start	
What date did you move into this property	
If not yet moved in when do you expect to do so	

If you or your partner have previously claimed Housing Benefit please give us the address from which that claim was made

YOU	YOUR PARTNER
Post Code	Post Code
Claim Reference Number	
Date Form issued to claimant	Issued by: <input type="text"/>

FRAUD WARNING

Before you complete your claim for Housing Benefit:

You should be aware that the Housing Executive will check the information you provide against a range of other government databases including the Social Security Agency and HM Revenue and Customs. These checks will be carried out by computer when we first assess your claim and regularly during the life of the claim. It is therefore in your interest to answer all necessary questions on this form fully. If you have any doubts about any aspect of your circumstances you should seek written clarification from the Housing Executive.

Who can claim Housing Benefit/Rate Relief from the Housing Executive?

Housing Benefit helps people on a low income who have to pay housing costs for the property they live in.

You can **only** make a new claim for Housing Benefit and Rate Relief if you live in the rented sector or if you own and occupy your own home and you:

- Are of State Pension Credit Age or older (if you have a partner you both need to be of pensionable age to apply for Housing Benefit);
- live in temporary accommodation that the Housing Executive has placed you in; or
- live in supported accommodation (including sheltered housing for older people).

Filling in this form

Please answer all of the questions on this form, if any question does not apply to you answer No and you will be directed to the next question. You **must** answer all of the Yes or No questions. If you do not answer all of the questions that apply to you or your answers are unclear it may take the Housing Executive longer to calculate how much Housing Benefit you are entitled to.

If you are not a Housing Executive or Housing Association tenant please ask your landlord to complete the Certificate of Occupation which can be detached from the centre of this form.

Returning this form

This form must be returned as soon as possible otherwise you may lose money. This is because there are strict rules as to when Housing Benefit/Rate Relief can be paid from; this is usually the Monday following the date the form is received. If you think your claim for Housing Benefit/Rate Relief should start before the above date please complete Part 2.

Where you should return the form

It is always best to send, or take, the completed claim form to your nearest Housing Benefit office, these are shown below

BALLYMENA	Twickenham House, Mount Street, Ballymena, BT43 6BP
BELFAST	4th Floor Housing Centre, 1-11 May Street, Belfast BT1 4NA
CRAIGAVON	Marlborough House, Central Way, Craigavon, BT64 1AJ
DERRY/LONDONDERRY	Richmond Chambers, The Diamond, Londonderry, BT48 6QP
NEWTOWNARDS	Strangford House, 28 Court Street, Newtownards, BT23 7NX
OMAGH	MacAllister House, Woodside Avenue, Omagh, BT79 7BP

Remember you must sign and date the form in Part 12 before returning it.

Data Protection

The Housing Executive protects your personal information in accordance with General Data Protection Regulation and the 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 which is on our website www.nihe.gov.uk/privacy_notice or we can post or email a copy to you.

HOUSING BENEFIT CHANGES IN CIRCUMSTANCES

Your duty to tell us about changes in circumstances

You **must** tell us immediately of any changes in circumstances relating to you, your partner, or anyone else living in your home.

If a change would mean you are entitled to **more** housing benefit, **you must report the change within one month of when it actually occurs**, otherwise we may only be able to consider the change from the Monday after the date you report it.

If a change means you are entitled to **less** housing benefit, we will apply this from the Monday after the date that change occurred. You would then have to repay any overpayment.

If you fail to report a change you may be committing an offence which could result in court action being taken against you

You can report a change by phone 03448 920 902 / text phone 18001 03448 920 902, online (nihe.gov.uk), or in writing to your Housing Benefit office.

The types of changes that you must report to us would include:

- If you change address, even if this is to another room in the same property
- If you sign over ownership of your property but you still have a right to reside
- If you, your partner, or anyone else living in your home starts or stops receiving Income Support, Jobseeker's Allowance (income-based), Employment Support Allowance (income-related), Guaranteed Pension Credit or Universal Credit
- If the amount you, your partner, or anyone else living in your home earns increases or decreases (including changes related to furlough pay or Job Support Scheme payments during Covid-19), if there is a change in the number of hours worked, if there is a change in employer or if a second job is taken on
- If there is any change to income, benefits or tax credits for you, your partner, or anyone else living in your home
- If there is a change in the amount or type of capital / savings / investments / shares held by you or your partner including if you or your partner inherit property or land etc.
- If you, your partner, or anyone else living in your home starts or stops receiving a private / occupational pension, or if the amount paid changes
- If anyone starts or stops receiving Carer's Allowance for looking after you or your partner
- If you or your partner starts or stops receiving Carer's Allowance for looking after someone
- If you start or stop paying childcare costs or the amount paid increases or decreases
- If you have another child, any of your children leave school or leave home, if you or anyone else living in your home becomes responsible for another child
- If anyone moves into or out of your home, including lodgers, sub-tenants and joint tenants, or there is a change in the make-up of your tenancy
- If you, your partner, or anyone else living in your home starts or stops being a student or starts or ends a training course
- If the amount of rent or rates you have to pay increases or decreases
- If you, your partner, or anyone else living in your home is going to be temporarily absent from the property (for example going into hospital or a nursing home, going into prison, going on an extended holiday, providing or receiving care). It is vital you contact us if this is outside Northern Ireland
- If you receive any decision from the Home Office in relation to a right to reside in the United Kingdom
- If you need an additional room for a carer or if you were allowed an additional room for a carer (or team of carers) staying overnight in your home and this is no longer needed
- If you were allowed an additional room because you, your partner or anyone else living with you could not share a room because of a disability or medical reason and this is no longer the case or if you require an additional bedroom because of the inability of 2 people to share

Evidence you must supply

So that we can be sure that we are paying you the right amount of Housing Benefit/Rate Relief we need to see certain evidence relating to you, your partner, your family and your financial circumstances. What we need to see will vary according to the particular circumstances of your case but we will always tell you what we need to see. If you do not provide all the evidence we need, we might not be able to pay you any benefit. We need the same evidence for your partner, if you have one, and in some instances for children and other people living in your home.

If you cannot send the evidence we need at the moment, send the form back to us now and send the evidence later. We can start to process your claim but we will not be able to pay you any benefit until we have all the evidence. A general guide to what evidence is required is given below but remember that we look at each case individually and may require more or less evidence depending on your circumstances.

Please note where you are required to give us evidence in relation to your claim, this can be done electronically. Please see Point 8 of this section for more information.

1. Proof of your and your partner's identity

You do not need to provide proof of identity if you are:

- 1) a Housing Executive tenant or
- 2) a Housing Association tenant or
- 3) receiving Income Support / Income Based Jobseekers Allowance / Income Related Employment & Support Allowance or Guaranteed Pension Credit or
- 4) a homeless Full Duty Applicant or
- 5) a person who received housing benefit in the last three years

If one of the 5 options above applies, go to Point 2 of this section.

If none of the 5 options listed above applies to you, then you must provide evidence of your identity as set out in the table below.

If you have a partner you must provide evidence of their identity also:

Primary (photographic documents)	Or	Secondary
<i>One of the following forms of photographic identity which must be current and valid</i>		<i>If you cannot provide photographic evidence as set out in the column to the left, you must provide TWO of the following documents:</i>
<ul style="list-style-type: none"> • Passport*; • NI / GB / Ireland driving licence; • National identity card from an EU member state; • Electoral identity card; • Translink over 60 Smartpass • Translink Senior Smartpass • Translink Y-Link Card • Construction Skills Identity Card • Student card • Work pass issued by a government Department, Agency or Local Authority <p>*EEA nationals or other world nationals MUST produce a passport or European National Identity Card when providing proof of identity.</p>		<ul style="list-style-type: none"> • birth certificate • credit / debit card • bank statement • divorce / annulment papers • Home Office Standard Acknowledgement Letter • identity card issued by an EC / EEA member state • letter from solicitor / social worker / probation officer / Inland Revenue / PSNI • life assurance or insurance policies • marriage certificate • medical card • National Insurance Number card • UK Residence Permit • utility bill for previous quarter • wage slip from current employer • current and valid driving licence (not NI / GB / Rol)

2. Evidence of Capital, Savings and Investments

Please note we only require evidence of Capital, Savings and Investments if the total value (for you and your partner if any) **exceeds £5,000 if you're of working age or £9,000 if you're of pension credit age**

Where you exceed the £5,000 or £9,000 value stated above, you must provide the following evidence for each item that applies to you and your partner

- statements and books which show bank account details for at least the last three months (this includes accounts you hold with a bank, building society, credit union and/or post office)
- certificates for Premium Bonds, National or Ulster Savings Certificates, ISAs, stocks, shares and unit trusts
- a letter from your solicitor or mortgage holder confirming ownership or part ownership of all property

YOU MAY NOT BE ENTITLED TO HOUSING BENEFIT IF THE VALUE OF YOUR SAVINGS, CAPITAL AND INVESTMENTS EXCEEDS £16,000. THIS RULE WILL NOT APPLY HOWEVER IF YOU RECEIVE GUARANTEE PENSION CREDIT

3. Evidence of earnings

If you (or your partner) are working you must provide

- your last five weekly, three fortnightly or two monthly payslips; or
- a certificate of earnings signed by your employer (there is one attached at the back of this form)

If you (or your partner) are self-employed you must provide,

- your most recent yearly accounts; or
- a completed self-employed income form (also available from your local office); and business bank account statements for the past two months

4. Evidence of other income you receive

Benefits and allowances

Send us your Child Tax Credit notification letter if you have more than two children in your household and your Child Tax Credit assessment is calculated on more than 2 children.

Pensions

If you receive a private or occupational pension for you and / or your former partner / spouse you must provide us with evidence (an advice slip or a letter showing the amounts)

Other

You must provide evidence of all of the following statements that apply to you:

- Court order award notices or Child Support Agency letters giving details of maintenance
- Letters from absent parents confirming maintenance they pay to you if no court order has been made
- Insurance policy or home income plan details

5. Evidence of payments you make

If you pay for childminding we can take this into account when calculating Housing Benefit but only where your childcare payments are made to one of the following:

- a) A registered child minder
- b) A foster parent providing childcare to a child other than their own foster child under the Foster Placement (Children's Regulations (NI) 1996)
- c) A domiciliary care worker as long as they are providing the care under the Domiciliary Care Agencies Regulations (NI) 2007
- d) Out of school hours service provided by a school (on school premises), the Education Authority or a Health and Social Services Trust
- e) A person, not a relative of the child, who carries out the care wholly or mainly in the child's home (a childminding certificate is not required in this instance but we will require a statement from that person confirming hours worked and money received).

Proof we need in relation to childminding

A childminding certificate of registration (not for option e) above) and confirmation from your child care provider(s) detailing the name(s) of the child(ren) they look after and confirmation of the payments they have received for doing this work.

Contributions to Student Loans

If you make a parental contribution towards a student loan for your child, please submit evidence of this.

6. Evidence of private rent and tenancy (for private tenants only)

The Certificate of Occupation (which is included in this application form) should be completed by your landlord or their agent and sent to us.

In exceptional circumstances we will accept the tenancy agreement signed by you and by your landlord or their agent.

7. Evidence of Rate Liability (for owner occupiers only)

If you own and occupy your home, you must send us your current rate bill showing your annual rate charge.

8. Submitting Evidence electronically

Step 1: Take a photo of the evidence you wish to submit using your smartphone / laptop / electronic device.

Step 2: Using that smartphone / laptop / electronic device access the internet and type *nihe.gov.uk* into the browser bar to open the Housing Executive's home page.

Step 3: On the home page click 'Apply'

Step 4: From the drop down menu click on 'Submit Housing Benefit Evidence' – this opens a form which allows you to submit the evidence you have photographed.

You can also make your *claim for Housing Benefit online*. On the Housing Executive's home page click '**Apply**' and from the drop down menu click on '**Claim Housing Benefit**'.

PART 2. – About backdating

We can usually only pay Housing Benefit from the Monday following the date we receive your claim however in certain circumstances we can backdate for a limited period. If you would like us to consider backdating your benefit, please tell us why you did not claim earlier in the space below.

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What date would you like your claim backdated to	
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PART 3. – More information about you and your partner

We need some information to see if we can pay you Housing Benefit so everyone must answer the following questions. In the questions below the UK means England, Northern Ireland, Scotland and Wales.

Do you have British or Irish nationality?	YES		NO	
If yes, have you lived abroad within the last 6 months?	YES		NO	
If yes, what date did you return to live in the UK?				
If not British or Irish, please state your nationality				
What date did you last enter the UK?				

Please select from the list below the type of immigration status you hold. (We will write to you for evidence of this)				
Indefinite leave to enter / remain				
Limited leave to enter / remain				
Settled status under the EUSS				
Pre-settled status under the EUSS				

Does your partner have British or Irish nationality?	YES		NO	
If yes, has he/she lived abroad within the last 6 months?	YES		NO	
If yes, what date did he/she return to live in the UK?				
If not British or Irish, please state his/her nationality				
If yes what date did he/she last enter the UK?				

Please select from the list below the type of immigration status your partner holds. (We will write to you for evidence of this)				
Indefinite leave to enter / remain				
Limited leave to enter / remain				
Settled status under the EUSS				
Pre-settled status under the EUSS				

Please tick if any of the following apply to either you or your partner.

Have a vehicle from a mobility scheme e.g. Motability	
Entitled to but not currently being paid Carers Allowance	
Have someone who is receiving Carers Allowance to look after me/us	
Have a carer who lives somewhere else but provides overnight care in my home	
Are registered blind	
Recently left care provided by Social Services	

If you or your partner has moved home within the last 12 months, we need to know about your last address but only if it is different from the address you are now claiming from.

	YOU				YOUR PARTNER			
What was your last address?								
	Post Code				Post Code			
Were you an NIHE tenant?	YES		NO		YES		NO	
Were you a Housing Association Tenant?	YES		NO		YES		NO	
Did you rent from a Private Landlord?	YES		NO		YES		NO	
Were you a home owner?	YES		NO		YES		NO	
Was this your marital home?	YES		NO		YES		NO	
Did you live with parents?	YES		NO		YES		NO	
Other – please specify								

PART 4. - Monitoring Information

The Housing Executive aims to deliver a completely fair and impartial service to everyone regardless of political affiliation, religious belief, ethnic origin or sexual orientation. Collecting some basic information concerning your religion and ethnic origin will help us monitor if we are achieving this.

YOU DO NOT HAVE TO ANSWER THESE QUESTIONS AND YOUR APPLICATION WILL NOT BE AFFECTED IF YOU CHOOSE NOT TO DO SO, ANY INFORMATION GIVEN WILL BE TREATED AS STRICTLY CONFIDENTIAL.

Please tick one box to indicate what best describes your religion and one box to indicate what best describes your ethnic origin

RELIGION		ETHNIC ORIGIN		ETHNIC ORIGIN	
Catholic		Bangladeshi		Indian	
Protestant		Black African		Irish Traveller	
Other		Black Caribbean		Pakistani	
None		Chinese		White	

If your partner or another household member is of a different ethnic origin or religion to you please give details below

NAME	RELIGION	ETHNIC ORIGIN

PART 5. – About children and young people

We now need to know about children or young people in your household for whom you, or your partner, receive Child Benefit. If you receive Child Benefit for more than 6 children use the space in Part 11 to give us their details.

	CHILD 1	CHILD 2	CHILD 3
First Name			
Last Name			
Date of birth			
Sex			
Relationship to you/your partner			
Child Benefit Number			
Who is this paid to			

	CHILD 4	CHILD 5	CHILD 6
First Name			
Last Name			
Date of birth			
Sex			
Relationship to you/your partner			
Child Benefit Number			
Who is this paid to			

Please tick if any of the following apply to the children or young people in your household. By “Receives DLA” we mean that any amount of either the care or the mobility component of Disability Living Allowance is being paid.

CHILD NUMBER	1	2	3	4	5	6
Receives DLA						
Registered blind						
Has left school						

We may need to see the child or young person’s birth certificate or proof of the information you have provided.

PART 6. – About other people who live with you

Now tell us about anyone else who normally lives with you and your partner, this includes adults and anyone over 16 for whom no-one receives Child Benefit. Do not include anyone who only shares a hall, bathroom or toilet with you but do include any boarders, lodgers or sub-tenants. Boarders and lodgers are not members of your family and will receive at least one meal per day from you whereas sub-tenants are responsible for all their own cooking arrangements. If you have more than 3 other people living with you use the space in Part 11 to give us their details.

	PERSON 1				PERSON 2				PERSON 3			
First Name												
Last Name												
Date of birth												
Relationship to you												
Is the partner of (state name)												
National Insurance No.												
Is a boarder/lodger	YES		NO		YES		NO		YES		NO	
Is a sub-tenant	YES		NO		YES		NO					
Temporarily absent	YES		NO		YES		NO		YES		NO	

Please tick if any of the following apply to these people

	PERSON 1				PERSON 2				PERSON 3			
Receives Income Support												
Receives Income based Job Seekers Allowance												
Receives Income Related Employment & Support Allowance												
Receives Pension Credit												
Receives Universal Credit												
Is a full time student												
Is on a training course												
Works more than 16 hours a week												

If anyone (other than boarders/lodgers) works more than 16 hours a week we need to know more details about their income, tell us about it below.

	PERSON 1				PERSON 2				PERSON 3			
Weekly earnings before deductions	£				£				£			
Weekly total of income from all benefits	£				£				£			
Weekly total of income from tax credits	£				£				£			
Weekly total of any other income	£				£				£			
Yearly interest on any savings	£				£				£			

PART 7. – About your income

We first need to know if you or your partner is **currently** receiving any of the following types of income
Please tick which applies

Employment & Support Allowance (Income Related)	
Income Support	
Job Seeker Allowance (Income Based)	
Pension Credit (Guarantee Credit)	
Universal Credit	

Benefits, State Pensions & Tax Credits

Please tick if you, or your partner, currently receive or have applied for any of the following types of income (you do not need to give amounts).

INCOME TYPE	BEING PAID	APPLIED FOR
Attendance Allowance		
Bereavement Allowance		
Carers Allowance		
Child Tax Credit		
Disability Living Allowance – Mobility Component		
Disability Living Allowance – Care Component		
Personal Independence Payment (PIP)		
Employment & Support Allowance (Contributory)		
Employment & Support Allowance (Income Related)		
Incapacity Benefit		
Income Support		
Industrial Injuries Death Benefit		
Industrial Injuries Disablement Benefit		
Job Seekers Allowance (Contribution Based)		
Job Seeker Allowance (Income Based)		
Maternity Allowance		
Pension Credit (Guarantee Credit)		
Pension Credit (Savings Credit)		
Severe Disablement Allowance		
State Retirement Pension		
Universal Credit		
War Disablement Pension		
War Widows Pension		
Widowed Parents Allowance		
Widows Pension		
Working Tax Credit		

We can usually confirm this type of income without evidence from you however sometimes we may have to ask you to provide proof.

We now need to know about your income from ALL other sources please complete any of the sections that apply to you.

Earnings

First answer the question below.

Do either you, or your partner, do any work at all; this means paid work, unpaid work or voluntary work.	YES		NO	
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If you answered **yes** please give details below. If you have more than 1 job we need the same information for all jobs so if necessary **use the space in Part 11 of this form to give us details**. We will need to see evidence of any money received from work. You can ask your employer to complete a Certificate of Earnings (at the back of this form) otherwise we will need to see recent consecutive payslips covering 5 weeks, 3 fortnights or 2 months depending on how often you are paid.

	YOU			YOUR PARTNER				
Who do you work for, please give employer's name and address								
	Post Code			Post Code				
What type of work is it								
When did you start								
If work is due to end give date								
Payroll, employee or staff number								
Are you self employed	YES		NO		YES		NO	

If you or your partner is self-employed we will contact you for further details of your income.

If you work for an employer please give us the details below

	YOU				PARTNER			
Hours each week usually worked								
Pay before any deductions	£				£			
How often do you receive this								
Do you pay towards a private pension	YES		NO		YES		NO	
<i>If yes how much do you pay</i>	£				£			
<i>How often do you pay this</i>	Every				Every			
If known give date of next pay rise								

If you or your partner is currently absent from work but still receiving payments from your employer please tick if any of the following apply

	YOU				PARTNER			
Receiving Statutory Sick Pay								
Receiving Statutory Maternity or Paternity Pay	£				£			
Receiving Statutory Adoption Pay								

If you or your partner are currently receiving employer's sick or maternity pay please give details below

	YOU		PARTNER		HOW OFTEN
Employer's sick pay	£		£		
Employer's maternity pay	£		£		

Income from Voluntary & Unpaid Work

If you, or your partner, do any voluntary or unpaid work please give us details below. We will need to see evidence of income from voluntary work.

	YOU				YOUR PARTNER			
Who do you do the voluntary or unpaid work for, please state name and address								
When did you start								
Hours worked each week								
Do you get paid	YES		NO		YES		NO	
Do you get tips	YES		NO		YES		NO	
Do you get expenses only	YES		NO		YES		NO	

Important Notice: Landlord Registration Scheme

All private landlords in Northern Ireland are required by law to register with the Landlord Registration Scheme and to obtain a Landlord Registration certificate. For further information or to register online go to <https://www.nidirect.gov.uk/articles/landlord-registration-scheme>. To register by telephone please ring 0300 200 7821.

HOUSING BENEFIT CERTIFICATE OF OCCUPATION

If you are a private sector tenant, this form must be completed by your landlord or agent. This form should then be returned directly to the appropriate Housing Benefit office by the landlord or agent. (Please see addresses on the back of this form)

NO HOUSING BENEFIT CAN BE PAID UNTIL THIS IS RECEIVED BY THE HOUSING EXECUTIVE.

Property Address (include any flat number)	
	Post Code

Tenant's Name	
Tenant's Partner's name	
Previous HB Reference No.	
Previous Address	
	Post Code

About the owner/agent

Please give us details of the property owner (required in **EVERY** case)

Last Name	
Other Names	
Address	
	Post Code
Phone Number	
Email address	

A valid email address is vital so you can gain access to the Housing Benefit payment schedule. Where you declare an email address in the space above, you are confirming that the Housing Executive can use this email address to send you all your Housing Benefit payment schedules.

If you employ an agent, please provide details below

Agent's Name	
Company	
Address	
	Post Code
Phone Number	
Email address	

A valid email address is vital so you can gain access to the Housing Benefit payment schedule. Where you declare an email address in the space above, you are confirming that the Housing Executive can use this email address to send you all your Housing Benefit payment schedules.

	YES	NO
Is the tenant related to the owner or agent		
Is the tenant's partner related to the owner or agent		
Is the tenant's former partner related to the owner or agent		
Is a close family member related to the owner or agent		
Is the tenant a former partner of the owner		
Is the owner responsible for a child living in the property		
Is the owner or agent employed by the Housing Executive		

If you answered yes to any of the questions above, please provide details below.

Do you already receive direct payment of Housing Benefit	YES		NO	
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If yes, please state your landlord reference number here _____

If you do not currently receive direct payment of Housing Benefit, you must provide in the table below, details of the bank or building society account you wish to use to receive payments.

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

About the tenancy

What date did the tenancy commence	
On what date did the tenant first occupy the property	
Is the tenant still living there – state yes or no	
Is the tenant in arrears –state yes or no	
If yes state by how many weeks	
How much in total do you charge the tenant	
How often is this charged (e.g. weekly or monthly)	
Are rates included - state yes or no	
Are charges for any services included – state yes or no	
Are charges for meals included - state yes or no	
Is there a signed tenancy agreement? - state yes or no	
Is it a joint tenancy? - state yes or no	

If charges for services or meals are included, please give details

SERVICE	AMOUNT	SERVICE	AMOUNT
Heating	£	Laundry or cleaning	£
Lighting	£	Furniture	£
Hot water	£	Garage/parking space	£
Power for cooking	£	Personal care/support	£
Other (give details)			

MEAL	AMOUNT				
Breakfast	£	Tick if daily	<input type="checkbox"/>	Tick if weekly	<input type="checkbox"/>
Lunch	£	Tick if daily	<input type="checkbox"/>	Tick if weekly	<input type="checkbox"/>
Evening meal	£	Tick if daily	<input type="checkbox"/>	Tick if weekly	<input type="checkbox"/>

About the tenant's accommodation/property

The tenant's accommodation is (tick one box only)

House	<input type="checkbox"/>	Purpose built flat	<input type="checkbox"/>	Houseboat	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Flat over a shop	<input type="checkbox"/>	Bedsit or rooms	<input type="checkbox"/>
Flat in a house	<input type="checkbox"/>	Caravan	<input type="checkbox"/>	Board & lodgings	<input type="checkbox"/>

The property is (tick one box)

Detached	<input type="checkbox"/>	Semi-detached	<input type="checkbox"/>	Terraced	<input type="checkbox"/>
----------	--------------------------	---------------	--------------------------	----------	--------------------------

Number of rooms occupied by the household

	NUMBER
Living Rooms	
Kitchens	
Bedrooms	
Bathrooms	

Does the tenant share any rooms (other than with a partner or any children)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

If YES, please tick rooms that are shared

Shares a living room	<input type="checkbox"/>
Shares a bedroom	<input type="checkbox"/>
Shares a kitchen only	<input type="checkbox"/>
Shares a bathroom only	<input type="checkbox"/>
Shares both kitchen and bathroom	<input type="checkbox"/>

Private Tenancies Order 2006 information

	YES	NO
Was the property built before 1945	<input type="checkbox"/>	<input type="checkbox"/>
If yes has a Certificate of Fitness been issued	<input type="checkbox"/>	<input type="checkbox"/>
Is the rent registered with the Rent Officer for Northern Ireland	<input type="checkbox"/>	<input type="checkbox"/>

The following statement is important so please read it carefully. You must sign and date the statement and then return the form to us.

I declare that to the best of my knowledge and belief that the information given on this form is correct, true and complete. I understand that it is a criminal offence to knowingly give incomplete or false information or to withhold relevant information. I fully understand that any Housing Benefit overpaid to a landlord or agent may be recovered from any other payment of Housing Benefit made to that person even if it is in respect of another tenancy.

Signature: _____ Date: _____

What we do with this information

Your tenant has applied to the Housing Executive to claim Housing Benefit. The Housing Executive in processing their application is exercising its statutory powers using the lawful basis of public task. The Housing Executive requires the information in this certificate as it is necessary to determine your tenant’s Housing Benefit entitlement (if any) under the law.

Sharing this information with others

The Housing Executive may share the information to verify it. The 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. The information may also be shared for other functions of the Housing Executive under statute. The sharing of information is only where this is necessary to comply with our legal obligations or as permitted by General Data Protection Regulation or the Data Protection Act 2018.

HOUSING BENEFIT OFFICE ADDRESSES

OFFICE ADDRESS	DISTRICT COUNCIL AREAS COVERED
Twickenham House Mount Street, BALLYMENA BT43 6BP	Antrim, Ballymena, Ballymoney, Carrickfergus, Coleraine, Larne, Newtownabbey, Moyle
4th Floor Housing Centre, 1-11 May Street, BELFAST BT1 4NA	Belfast
Marlborough House Central Way CRAIGAVON BT64 1AJ	Armagh, Banbridge, Craigavon, Newry & Mourne
Richmond Chambers The Diamond LONDONDERRY BT48 6QP	Derry, Limavady, Magherafelt, Strabane
Strangford House 28 Court Street NEWTOWNARDS BT23 7NX	Ards, Bangor, Castlereagh, Downpatrick
MacAllister House Woodside Avenue OMAGH BT79 7BP	Cookstown, Dungannon, Fermanagh, Omagh
29 Antrim Street, Lisburn BT28 1AU	Housing Benefit Recovery Office

Data Protection

The Housing Executive protects your personal information in accordance with General Data Protection Regulation and the 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 which is on our website www.nihe.gov.uk/privacy_notice or we can post or email a copy to you.

Income from Voluntary & Unpaid Work (continued)

If you are paid anything or receive tips, please give details below

	YOU	YOUR PARTNER
How much are you paid	£	£
How often		
Amount of tips received	£	£
For what period		

Money you pay out

In some circumstances we can take payments made to a registered childminder, day nursery, after school club or parental contributions to a student into account. We will need to see proof of these payments and, if applicable, the Certificate of Registration for the childminder.

If you receive childcare vouchers or use salary sacrifice as part of a scheme managed by your employer or a similar scheme by HMRC, you must always submit payslips from your employer as evidence of your earnings.

Do you make any payments to a <i>registered childminder, day nursery or after school club</i>	YES		NO	
<i>If yes how much do you pay each week</i>	£			
Do you pay a parental contribution for a student	YES		NO	
<i>If yes how much do you pay each week</i>	£			

Income from boarders/lodgers and subtenants

We need to know about any income you receive from boarders/lodgers and sub-tenants. These are people who occupy part of your dwelling and pay rent to you but are not members of your immediate family. Boarders/lodgers receive at least one meal per day from you whereas sub-tenants are responsible for all their own cooking arrangements.

Do you have any boarders/lodgers living with you	YES		NO	
<i>If yes state number of boarders/lodgers</i>				
<i>If yes how much in total do you charge each week</i>	£			
Are you related to any of the boarders/lodgers	YES		NO	
<i>If yes please state relationship to you/your partner</i>				

Do you have any subtenants	YES		NO	
<i>If yes how many sub-tenants do you have</i>				
<i>If yes how much in total you receive each week</i>	£			
Does this include any amount for heating	YES		NO	
Are you related to the sub-tenant(s)	YES		NO	
<i>If yes please state relationship to you/your partner</i>				

Student income

If you or your partner is a student, please answer the questions below. We will need to see proof of student income.

	YOU				PARTNER			
Are you a student	YES		NO		YES		NO	
<i>If yes is the course full time</i>	YES		NO		YES		NO	
Where do you study (state name and address of educational institution)								
What date did the course start								
What date will the course end								
What type of course is it								

Do you receive a student grant or loan	YES		NO	
<i>If yes how much is this and how often is it paid</i>	£		Every	
Do you receive a parental contribution	YES		NO	
<i>If yes how much is this and how often is it paid</i>	£		Every	
Do you receive any other income	YES		NO	
<i>Please state what this is e.g. bursary or sponsorship</i>				
How much is this and how often is it paid	£		Every	

Any other income

If you, or your partner, currently receive any other income please tell us about it below. You do not need to tell us about payments from the Independent Living Trust, the Eileen Trust or the Macfarlane Trust. We will need to see proof of any other income you may have.

INCOME TYPE	AMOUNT	EVERY	PAID TO
Personal maintenance from a former partner	£		
Occupational/works/private pensions	£		
Training allowances	£		
Income from Trust funds	£		
Regular cash payments	£		
Fostering allowance	£		
Guardian's allowance	£		

If you have any other income not already listed, please give us details of this.

DESCRIPTION OF INCOME	AMOUNT	FREQUENCY	PAID TO
	£		
	£		
	£		
	£		

Savings & Investments

UNLESS YOU RECEIVE GUARANTEE PENSION CREDIT YOU CANNOT QUALIFY FOR HOUSING BENEFIT IF THE VALUE OF YOUR SAVINGS, CAPITAL AND INVESTMENTS EXCEEDS £16000

We may need to see proof of your savings and investments if so we will contact you. Tell us first about any current or savings accounts held by you or your partner at a bank, building society, post office, credit union or any other financial institution.

Account Type	Name of your Bank/ Building Society etc.	Account Number	Name On Account	Current Balance
Current/Savings				£
Current/Savings				£
Current/Savings				£
Current/Savings				£
Current/Savings				£
Current/Savings				£
Current/Savings				£

Now tell us about any other cash or investments you or your partner have.

TYPE	VALUE
Cash	£
Premium Bonds	£
Unit Trusts, ISA's, PEP's or TESSA's	£
National Savings Certificates	£
Ulster Savings Certificates, Income or Capital Bonds	£
Money/property held in trust	£
Other investments- please give details below of what this is	£

To ensure that we do not wrongly take certain savings or investments into account, please tell us if your savings or investments include any money from the following.

	YES	NO
The sale of a house		
A charity		
Compulsory purchase of a former home		
Far Eastern Prisoner of War Compensation Scheme		
Compensation for atrocities during the 2nd World War		
Paid to families of the disappeared in Northern Ireland		
Payments from the vCJD (Creutzfeld-Jacob Disease) Trust		

If you answered yes to any of the above questions about savings we will contact you for further information.

Shares

Please tell us if you, or your partner, own shares here or in any other country.

Do you or your partner own any shares in the UK or any other country	YES		NO	
--	-----	--	----	--

If you answered yes please give details below, we may need to contact you about this.

Name of company	No. of shares	Approx. Value
		£
		£
		£
		£
		£
		£
		£

Property & Land

We need to know if you, or your partner, own property or land in this or any other country. You should still answer yes if there is a mortgage or loan outstanding on the property or land.

Apart from the property you live in do you or your partner own any property or land in the UK or any other country	YES		NO	
--	-----	--	----	--

If you answered yes, we will contact you for further details

If you are a **tenant**, you must complete **PART 8** and you do not need to complete **PART 9**.

If you are an **owner occupier** you do not need to complete **PART 8**, please go directly to **PART 9**.

PART 8. – About rent and where you live (Only complete if you are a tenant)

Are you renting your home from a Private Landlord, the Housing Executive or a Housing Association?

Yes No

If you answer "Yes", then complete the rest of this question.

If you answer "No", proceed to the question about the **Number of bedrooms in your property on page 17**.

Important: this may affect how much housing benefit you get:

Please read the following very carefully and answer the **yes** or **no** questions at the end.

If you rent your home from a Private Landlord, The Housing Executive or a Housing Association, your housing benefit may be reduced if your property has more bedrooms than you actually need.

(a) You may be allowed an **additional bedroom** if someone living with you is unable to share a bedroom:

- If you have declared that you live with a partner but you cannot share a bedroom with that partner because of medical circumstances, you could be allowed an extra bedroom
- If you have children under the age of 10 who cannot share a bedroom, you could be allowed an extra bedroom
- If you have children aged 10 or more of the same sex who cannot share a bedroom, you could be allowed an extra bedroom

(b) You may also be allowed an additional bedroom for an overnight carer who looks after you, your partner, your child or a person aged 18 or more who lives with you.

Do you require an additional bedroom for any of the reasons listed in (a) or (b)?

Yes No

If you have answered “Yes”,

- please **use the space in Part 11 of this form** to tell us why you need an additional bedroom
- we may need to ask you for more information about this so please make sure that you have provided your telephone number and / or email address details on this application form

Number of bedrooms in your property

How many bedrooms are in the property you are renting				
Did you sign a tenancy agreement?	YES		NO	
Do you have a joint tenancy?	YES		NO	
If you have a joint tenancy are you related to any of the other joint tenants?	YES		NO	

Housing Executive tenants should go now to Part 11 everyone else should continue with the rest of Part 8

Landlord or Agent’s Name	
Landlord or Agent’s Address (if not NIHE)	Post Code
Landlord’s phone number	
Landlord’s e-mail address	
Total amount payable by you to the landlord	£
How often is this paid (e.g. weekly or monthly)	

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.

Can we share information concerning your claim with your landlord as outlined above	YES		NO	
---	-----	--	----	--

Withdrawal of Consent

You can withdraw your consent at any time by emailing dataprotection@nihe.gov.uk or by contacting any housing benefit office or any Housing Executive officer.

Please answer all of the questions below

Do you share paying the rent with anyone other than your partner	YES		NO	
<i>If yes what is your share of the rent</i>	£		Each	
Are there any weeks when you do not have to pay the landlord rent	YES		NO	
<i>If yes how many weeks each year</i>				
Does the rent include an amount for a garage or parking space	YES		NO	
<i>If yes can you choose not to rent this</i>	YES		NO	
Is the property furnished	YES		NO	
Are you behind with your rent	YES		NO	
<i>If yes by how many weeks</i>				

If you are a Housing Association tenant you do NOT need to answer the questions below, move on now to Part 10.

Did you or your partner ever own this property	YES		NO	
<i>If yes what date did you sell the property</i>				
Do you use the property for any sort of business	YES		NO	
Are you or your partner related to the owner or agent	YES		NO	
<i>If yes please state relationship</i>				
Is the landlord a former partner of either you or your current partner	YES		NO	
<i>If yes did either you or your partner live with the landlord in this property</i>	YES		NO	
Is the landlord responsible for any of your or your partner's children who live with you	YES		NO	

If you answered YES to any of the above questions, we may need to contact you for further information.

I am renting a (tick one box)

House		Purpose built flat		Houseboat	
Bungalow		Flat over a shop		Bedsit or rooms	
Flat in a house		Caravan		Board & lodgings	

The property is (tick one box)

Detached		Semi-detached		Terraced	
----------	--	---------------	--	----------	--

Do you share any rooms (other than with a partner or any children?)	YES		NO	
---	-----	--	----	--

If YES, please tick rooms that are shared

Shares a living room	
Shares a bedroom	
Shares a kitchen only	
Shares a bathroom only	
Shares both kitchen and bathroom	

PART 9. – About you and your home (Only complete if you are an owner occupier)

IMPORTANT: You must provide your most recent rate bill from Land and Property Service, when submitting this application form.

If you own and occupy your own property, please answer the following questions.

Do you live in the property you are claiming Housing Benefit for?	YES		NO	
If you are not living in the property that you are claiming Housing Benefit for, please provide details below:				
Do you use your property for any sort of business?	YES		NO	
If yes, please provide details below:				
When did you become the owner of this property?				
Do you own this property with anyone else, other than your partner?	YES		NO	

If you are not the sole owner of this property, please confirm the details of the other owners below.

If more than 3 other people own this property please use the space in Part 11 of this form to tell us about them.

	Other Owner 1	Other Owner 2	Other Owner 3
Name			
Address			
Postcode			
Proportion of property owned. For example 50 percent, 25 percent			

IMPORTANT: Other owners who also occupy this property as their home and who wish to claim help for their rates, should complete a separate application form for Housing Benefit and Rate Relief.

PART 10. – Payment Details

If you are an owner occupier, you do not need to complete this section. The Housing Executive will credit your Housing Benefit award directly to your rate account with Land and Property Services. (Please go to Part 11).

If you are a tenant, you can choose to have payments made to yourself or to your landlord although in some instances we will be obliged to make the payments to your landlord. If you have to pay rates separately from rent, we can also pay these directly to Land & Property Services for credit to your account. Please let us know your preference below.

Please insert a ✓ in the boxes below to indicate your payment preferences.

Payments of Rent and Rates	TO ME	TO LANDLORD	TO LAND & PROPERTY SERVICES
I want all payment of rent to be made to			
I want all payments of rates to be made to			

If you have chosen to receive payments yourself, please give details of your bank or building society account.

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

PART 11. – Anything else you need to tell us

Use the space below to tell us anything else you think we might need to know about your circumstances. You can also use this space to provide additional information in relation to any of the questions asked in this form where there was no space available to provide additional information.

IMPORTANT NOTE

**YOU SHOULD NOW CAREFULLY READ AND SIGN THE DECLARATION IN PART 12.
IF YOU DO NOT SIGN AND DATE THE DECLARATION, NO HOUSING BENEFIT CAN BE PAID.**

PART 12. – Declaration to be completed by all applicants

Please read this declaration carefully before you sign and date it. You must sign the declaration even if someone else has filled this form in for you.

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

Claimant’s signature: _____ Date: _____

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.

If someone other than the person claiming filled in this form please complete the sections below.

Your Name	
Your address	
	Post Code
Relationship to the person claiming	
Why did you complete this form for the person claiming	
I declare that as far as possible I have confirmed with the person claiming that the answers I have written on this form are correct and complete	
Signature: _____ Date: _____	

Checklist

Please tick to say what evidence you are sending with this form.

- | | |
|--|--------------------------|
| Evidence of identity | <input type="checkbox"/> |
| Evidence of your address | <input type="checkbox"/> |
| Evidence of National Insurance Number | <input type="checkbox"/> |
| Evidence of capital savings and investments | <input type="checkbox"/> |
| Evidence of earnings | <input type="checkbox"/> |
| Evidence of other income | <input type="checkbox"/> |
| Evidence of benefits, allowances or pensions | <input type="checkbox"/> |
| Evidence of private rent and tenancy | <input type="checkbox"/> |
| Evidence of your rate liability if you are an owner occupier | <input type="checkbox"/> |
| Evidence of other money paid out. | <input type="checkbox"/> |

If you do not provide all the evidence we need, we might not be able to pay you any benefit but do not delay returning this form if you cannot send all the evidence we need at the moment. Send the form back to us now and send the evidence later. We can start to process your claim but we will not be able to pay you any benefit until we have all the evidence.

What to do next

You should now have:

- Filled in this claim form for Housing Benefit/Rate Relief
- Asked your employer to complete the Certificate of Earnings if applicable
- Asked your landlord, or their agent, to complete the Certification of Occupation if applicable
- Collected any other evidence to support your claim, but remember do not send valuable items through the post
- Provided evidence of your rates bill for the property you are claiming Housing Benefit for (Owner Occupiers only)

This form must now be submitted to your Housing Benefit Office. Please see the office address details on page 2 of this form.

If you are working or receiving any other benefits, including Pension Credit (Savings Credit) you should return this form directly to your Housing Benefit Office.

If you are submitting any evidence to support your claim **separately** this should also be sent to your Housing Benefit Office. Please remember to write your name and address on the evidence to avoid delays.

Please see item 8 on page 5 of this form explaining how to submit evidence electronically.

If you cannot send the evidence we need at the moment, send the form back to us now and send the evidence later. We can start to process your claim but we will not be able to pay you any benefit until we have all the evidence.

HOUSING BENEFIT-CERTIFICATE OF EARNINGS

To the claimant

Please enter only your name and address below do NOT complete any other details. You should then give the Certificate to your employer who will send it directly to the Housing Benefit office after completion.

If you receive childcare vouchers or use salary sacrifice as part of a scheme managed by your employer or a similar scheme by HMRC, you must always submit payslips from your employer as evidence of your earnings.

If you or your partner's earnings change, you must tell us immediately including changes to furlough pay.

Your name	
Your address	
	Post Code

To the employer

Once completed this Certificate **must** be returned directly to the Housing Executive (addresses on reverse). Please do NOT give it back to your employee.

Details of earnings and deductions

We need details of earnings and deductions for tax, National Insurance and pension contributions for the last 5 weeks, 3 fortnights or 2 months depending on when your employee is paid. You should include tips, bonuses and overtime if appropriate.

PERIOD ENDED DATE	GROSS PAYMENTS		DEDUCTIONS			NIHE USE ONLY
	THIS PERIOD	YEAR TO DATE	TAX	N. INS	PENSION	

Employee's National Insurance Number									
Employee's staff number (if any)									
Number of hours worked per week									
Are the above figures estimated	YES				NO				
Date employee started work with you									
Date of last pay increase									
Date of next pay increase if known									
METHOD OF PAYMENT(TICK BOX)	FREQUENCY OF PAYMENT (TICK BOX)								
Cash		Week							
Cheque		Fortnight							
Bank account credit		Month							

Please turn over the page

Employer's Name	
Employer's Address	
Contact name	
Contact Number	
E-mail address	
Are you related to the employee	
<i>If yes give details</i>	
Employer's signature	
Date completed	

Official stamp

Thank you for your help. Please now return this certificate of the Housing Benefit office dealing with the area where your employee lives. The addresses are show below.

Data Protection

The Housing Executive protects your personal information in accordance with General Data Protection Regulation and the 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 which is on our website www.nihe.gov.uk/privacy_notice or we can post or email a copy to you.

OFFICE ADDRESS	DISTRICT COUNCIL AREAS COVERED
Twickenham House, Mount Street, BALLYMENA BT43 6BP	Antrim, Ballymena, Ballymoney, Carrickfergus, Coleraine, Larne, Newtownabbey, Moyle
4th Floor Housing Centre, 1-11 May Street, BT1 4NA	Belfast
Marlborough House, Central Way, CRAIGAVON BT64 1AJ	Armagh, Banbridge, Craigavon, Newry and Mourne
Richmond Chambers, The Diamond, LONDONDERRY BT48 6QP	Derry, Limavady, Magherafelt, Strabane
Strangford House, 28 Court Street, NEWTOWNARDS BT23 7NX	Ards, Bangor, Castlereagh, Downpatrick
MacAllister House, Woodside Avenue, Omagh BT79 7BP	Cookstown, Dungannon, Fermanagh, Omagh
29 Antrim Street, Lisburn BT28 1AU	Housing Benefit Recovery Office