

# Universal Credit

Discretionary Housing Payment  
Application Form

Ref No:



**This form should *only be completed* if you have applied for Universal Credit. It will be considered once you have received your *first payment* of Universal Credit which must include a housing cost element.**

A **Universal Credit Discretionary Housing Payment** can only be considered if you are renting from a **private landlord** and there is a shortfall between your actual rent charge and the eligible rent used in the calculation of your Universal Credit.

When completed, please return this form to the Housing Benefit office for your area:

<b>Antrim, Ballymena, Ballymoney, Carrickfergus, Coleraine, Larne, Newtownabbey, Moyle</b>	<b>Derry/Londonderry, Limavady, Magherafelt, Strabane</b>
Twickenham House Mount Street, BALLYMENA BT43 6BP	Richmond Chambers The Diamond LONDONDERRY BT48 6QP
<b>Armagh, Banbridge, Craigavon, Newry &amp; Mourne</b>	<b>Belfast</b>
Marlborough House Central Way CRAIGAVON BT64 1AJ	32-36 Great Victoria Street BELFAST BT2 7BA
<b>Ards, Bangor, Castlereagh, Downpatrick, Lisburn</b>	<b>Cookstown, Dungannon, Fermanagh, Omagh</b>
Strangford House 28 Court Street NEWTOWNARDS BT23 7NX	MacAllister House Woodside Avenue OMAGH BT79 7BP

Please complete the following in *black ink* and in *capital letters*:

About You:													
Surname													
First Name													
Address													
				Postcode:									
Date of birth								N.I. Number					
Your Tel No.			Home:					Mobile					
Your email address:													

About Your Landlord:	
Your landlord or their agent's name	
Your landlord or their agent's telephone number	
Your landlord or their agent's email address	

-Please turn over-

<b>Your Income and Savings:</b>	
If you or your partner (if any) currently have savings please confirm the total amount (we may ask you for proof of this)	£
If you or your partner (if any) receive DLA, Personal Independence Payments or Attendance Allowance, Armed Forces Independence Payment please tell us how much in total this is	£

<b>Medical or special circumstances:</b>
Please tell us about any medical / special circumstances that affect your need to live at this address (family support received or provided, access to hospitals or medical facility for you or a family member etc.)

<b>Rent details:</b>				
If your Universal Credit does not cover your rent charge have you asked your landlord if they would consider a reduced payment?	Yes		No	
Are you at risk of eviction because of rent arrears?	Yes		No	
Could you move to cheaper accommodation?	Yes		No	
How long have you lived at this address?	Years		Months	

<b>Declaration:</b>
I declare that the information I have given on this form is correct and complete to the best of my knowledge.
I understand that action may be taken against me if this information is found to be incorrect or incomplete.
I agree to report any changes in my circumstances that will affect my award of Universal Credit Discretionary Housing Payment, namely: <ul style="list-style-type: none"> <li>• if I change address</li> <li>• if there is a decrease in my rent charges</li> <li>• if I stop receiving the housing cost element in my Universal Credit award</li> </ul>
Signature: _____ Date: _____

<b>Further Information</b>
<ul style="list-style-type: none"> <li>• Housing Executive: 03448 920 902   Textphone 18001 03448 920 902</li> <li>• Welfare Changes Helpline (Freephone): 0808 802 0020</li> <li>• Citizens Advice (Freephone): 0800 028 1887   Housing Rights Service: 028 9024 5640</li> </ul>