

Your Name

Your Address

Postcode

Phone Number

I am a

Housing Executive Tenant Housing Association Tenant Private Tenant Hostel Tenant Other

Please tick one box ✓

I wish to claim Housing Benefit

Yes No

I wish to claim Rate Relief

Yes No

I wish to claim Lone Pensioner Allowance

Yes No **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.

In order to comply with the requirements of the Fair Processing Code and other obligations under the Data Protection Act 1998, the Housing Executive has prepared an information leaflet which is available at your local Housing Executive District Office.

FOR HOUSING EXECUTIVE USE ONLY

Claim Reference

Date form issued to claimant

Issued by

Date form received

FOR SSA USE ONLY

Date of first contact

Date of first issue

Type of SSA benefit claimed

Issued by

Date

Receipt for Housing Benefit/Rate Relief claim form

(If you want a receipt for this form please tick ✓)

Name _____

Date received in District Office _____

Address _____

Received by _____

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

Anyone who is on a low income and has to make payments for rent and/or rates who does not own the home in which they live. You do **not** have to be a Housing Executive tenant or unemployed to claim Housing Benefit or Rate Relief.

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. Housing Executive tenants do not need to complete Parts 11 or 13 otherwise the whole form must be completed. 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 tenant please ask your landlord to complete the Certificate of Occupation which can be detached from the centre of this form. If you wish to give the Housing Executive permission to provide your landlord with specified information relating to your claim (this will always exclude personal information) you must also sign the Statement of Disclosure on page 23.

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 14. For details of where you should return the completed form to, please see Part 18.

Remember you must sign and date the form in Part 16 before returning it.

Changes in circumstances

You **must** tell us **immediately and in writing** if **any** of your circumstances change. This includes the following:

- If you or your partner start or stop getting Income Support, Income Based Job Seekers Allowance or Employment and Support Allowance (Income Related).
- If you or your partner stop or start getting any other state benefit or Tax Credits
- If you or your partner start receiving an occupational pension
- If you, or your partner's wages or salary go up or down regardless of the amount
- If the number of people who live with you changes
- If you have another child
- If any of your children leave school
- If you move including a change of room or flat at the same address
- If you go into hospital or prison
- If you go into a nursing home even if this is for a trial period
- If you will be away from home temporarily
- If you stop paying for childcare

We need to know of any changes in your circumstances, not just those listed above so if you are in any doubt tell us.

REMEMBER YOU MAY BE COMMITTING AN OFFENCE IF YOU DO NOT TELL US PROMPTLY OF CHANGES IN YOUR CIRCUMSTANCES AND ACTION MAY BE TAKEN AGAINST YOU. YOU MAY ALSO LOSE MONEY OR WILL HAVE TO REPAY ANY HOUSING BENEFIT/RATE RELIEF OVERPAID.

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.

1. Proof of your and your partner's identity

We must see **one** of the following documents:

- Northern Ireland Driving Licence (current and valid)
- Current passport
- Electoral Identity Card

If none of these are available we will need to see **two or more** of the following:

- Benefit payment book
- Birth certificate (either long or short)
- Credit cards
- Divorce or annulment Papers
- Home Office Standard Acknowledgement Letters SAL 1 or SAL 2
- Identity Card issued by a European Union or European Economic Area state
- Life assurance or insurance policies
- Marriage certificate
- Medical card
- UK residency permit
- Gas, electricity, telephone or rates bill issued in the last quarter and in your name
- Wage slips from a current employer

If you are unable to produce the required evidence you should contact your local District Office who will advise you on other ways of proving identity.

2. Evidence of your address

Such as a recent gas or electricity bill, or TV licence

3. Evidence of National Insurance Numbers

Such as a National Insurance number card, payslips or letters from the Social Security Agency or Inland Revenue.

4. Evidence of capital, savings and investments

We need to see documents such as

- statements and books which show bank account details for at least the last three months,
- certificates for things like Premium Bonds, National or Ulster Savings Certificates, ISAs, stocks, shares and unit trusts
- documents which confirm ownership or part ownership of property

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

5. Evidence of earnings

If you have an employer your last 5 weekly, 3 fortnightly or 2 monthly payslips, alternatively we will accept a Certificate of Earnings (at the back of this form) completed by your employer. If you have only commenced work we will accept an estimate of your likely earnings from your employer. If you are self-employed we will contact you concerning evidence of your earnings.

6. Evidence of other income

Such as occupational pension slips from a previous employer, a letter from a court showing how much maintenance you are getting or letters about student grants and loans. If anyone pays you for board and lodgings we will need to see evidence of the amount paid.

7. Evidence of benefits, allowances, pensions

Such as current award notices or letters from Social Security or the Inland Revenue confirming how much you get.

8. Evidence of other money paid out

Such as letters about student grants and receipts from registered childminders

9. Evidence of private rent and tenancy

Normally we will ask for a Certificate of Occupation completed by your landlord or his agent. In exceptional circumstances we will accept your tenancy agreement together with either your rent book or rent receipts and any other evidence we will specify.

WE MUST ALWAYS SEE ORIGINAL DOCUMENTS, NOT COPIES BUT DO NOT SEND VALUABLE ITEMS THROUGH THE POST. IF YOU CAN, BRING THEM TO ANY HOUSING EXECUTIVE DISTRICT OFFICE. WE WILL TAKE THE DETAILS WE NEED AND GIVE YOU THE DOCUMENTS BACK STRAIGHT AWAY. IF YOU CANNOT GET TO A DISTRICT OFFICE, PHONE US FOR MORE ADVICE.

Part 1 About you and your partner

By partner we mean someone you are married to or are in a civil partnership with, or some one you are living with as if you were married or in a civil partnership.

Do you have a partner who normally lives with you? No Yes

If you have a partner you must answer all the questions about them as well as yourself.

(If you or your partner are in a civil partnership we will write to you).

	You	Your Partner
Surname		
Other Names		
Any other names you have used		
Title (Mr, Mrs, Ms, other)		
Address Do not tell us your partner's address if it is the same as yours	Postcode	Postcode
Date of birth		

Contact Details

We may need to contact you, if so it would be helpful if you could give us the following information. You do not have to tell us these details, but it may help us to deal with your claim more quickly if there is a query.

	You	Your Partner
Home phone number		
Work phone number		
Mobile phone number		
E-mail address		

Note: If you have given us a mobile phone number we may contact you by text message

You can get a free e-mail address form on the government's website onlineni (www.onlineni.net)

National Insurance Numbers

We cannot normally decide your claim if we do not have National Insurance Numbers for you, and your partner, if you have one. You can find your National Insurance Number on payslips or letters from the Social Security Agency or Inland Revenue. We need to see proof of this.

	You								Your Partner								
National Insurance Number																	

If you do not have a National Insurance Number or cannot find it please tick this box.

If your partner does not have a National Insurance Number or cannot find it please tick this box

Previous Claims and Addresses

Have you or your partner claimed Housing Benefit/Rate Relief before?

HB	RR
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

 please tell us about it below

	You	Your Partner
When did you last claim?		
What name did you use for the claim?		
What address did you claim for?		
	Postcode	Postcode

If you or your partner have moved home in the last 12 months tell us your last address if it is different from above

You	Your Partner
Postcode	Postcode

At your last address were you?

Housing Executive tenant	<input type="checkbox"/>	Private tenant	<input type="checkbox"/>
Housing Association tenant	<input type="checkbox"/>	Owner	<input type="checkbox"/>
Living in family home	<input type="checkbox"/>	Other	<input type="checkbox"/>

Have you recently left care provided by the Department of Health and Social Services?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Other Information

We need this information only to see if we can pay you Housing Benefit/Rate Relief. In the questions below the UK is England, Northern Ireland, Scotland and Wales.

	You	Your Partner
Do you or your partner have British or Irish Nationality?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If your nationality is not British or Irish, please state your nationality.	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
When did you come to live in the UK?	<input style="width: 100%; border: 1px solid black;" type="text"/>	<input style="width: 100%; border: 1px solid black;" type="text"/>
If you are a British or Irish National, have you returned to the UK after living abroad within the last 6 months?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

We may need to write to you about some or all of the above questions

You**Your Partner**

Are you or your partner in hospital at the moment?

No Yes No Yes

If you have answered yes to the above question please tell us the following information

When did you go into hospital?	
If you know, when will you be discharged from hospital?	

Are you or your partner living away from home at the moment

No Yes No Yes

If yes use the space below to tell us why you are not living at home at the moment, when you last lived at home, when you expect to go back home and where you are living at the moment.

Have you sublet your home?

No Yes

If yes who is living there now?

You**Your Partner**

Does anyone get Carers Allowance for looking after you or your partner?

No Yes No Yes

Have you or your partner been told that you are entitled to Carers Allowance but this is not being paid because you are getting another benefit?

No Yes No Yes

Do you or your partner have a vehicle from a Mobility scheme?

No Yes No Yes

Are you, or your partner attending a course of study at an educational establishment?

No Yes No Yes **If yes, please complete section 4a**

Do you or your partner pay towards the upkeep of a student?

No Yes No Yes

If yes, how much do you pay and how often?

£ every £ every

If we need any further information or evidence we will contact you about this.

Monitoring Information

It is Housing Executive policy to deliver a completely fair and impartial service to everyone regardless of political affiliation, religious belief or racial group. To help us achieve this aim it is important that we collect basic information on the racial and religious compositions of households for monitoring purposes. *You are not obliged to answer these questions and your claim for Housing Benefit/Rate Relief will not be affected in any way if you choose not to do so. All information given will be treated in the strictest confidence.*

Please indicate which best describes your ethnic origin

Bangladeshi Black African Black Caribbean Chinese

Indian Irish Traveller Pakistani White

Mixed Ethnic Group Other Ethnic Group

Please indicate which best describes your religion

Protestant Catholic Other

If anyone in your household belongs to a different racial group or religion from you please give details below

Name	Racial Group	Religion

Part 2 About children and young people

We need to know about any children and young people in your household for whom you receive Child Benefit.

Are there any children or young people in your household as described above?

No

Go to Part 3

Yes

Please give us details below

If there are more than four children or young people in your household use the space in part 15 to give us all the information we ask for in this Part.

	First Person	Second Person	Third Person	Fourth Person
Surname				
Other names				
Date of birth				
Sex				
Relationship to you				
Relationship to your partner				
Relationship to your landlord				
Child Benefit Number				
Who gets the Child Benefit for them				

We may need to see proof of Child Benefit and may need to see the child's birth certificate

	First Person	Second Person	Third Person	Fourth Person
Tick if the child is registered blind				
State the amount of the child's savings (If any)				
If the child gets DLA (care) state amount				
If the child gets DLA (Mobility) state amount				
If the child has earnings please state amount				
Tick if the child has left school				

By DLA we mean Disability Living Allowance. We may need to see proof of this and other information you have provided.

Childminding Costs

If you or your partner make payments to a *registered* childminder, day nursery or after school club tell us below.

	First Child	Second Child	Third Child	Fourth Child
How much do you pay each week				
Who do you pay this to, state name and address.				

Part 3 About other people who live with you

We need to know about any other adults who usually live with you and your partner. By adults we mean people over 16 for whom no one receives Child Benefit. Do not tell us about anyone who shares only a hall, bathroom or toilet with you.

If there are more than three other adults living with you and your partner, use the space in part 15 to give us all the information we ask for in this Part.

Do any adults usually live with you and your partner?

No

Go to Part 4

Yes

Please give us details below

	First Person	Second Person	Third Person
Last name			
Other names			
Date of birth			
National Insurance Number			
Relationship			

We need to know the relationship of the above persons to both you and your partner. Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, subtenant, lodger, boarder or friend.

	First Person	Second Person	Third Person
Tick if receiving Income Support or Income Based Jobseekers Allowance, or Employment and Support Allowance (Income Related)			
Tick if receiving Disability Living Allowance or Attendance Allowance			
Tick if registered blind			
Tick if a full time student			
Tick if on youth training			
Tick if a care worker			
Tick if receiving Pension Credit			

If any person listed above has a dependent child, please give their details below;

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If any person who normally lives with you and your partner is temporarily absent from your home please give us the following information

	First Person	Second Person	Third Person
Tick if in legal custody			
Tick if in hospital			
If in hospital date went in			
If in hospital date likely to come out			
Any other reason - please specify			

If any person who lives with you or your partner normally works more than 16 hours per week or has other income, please give us the following information.

	First Person	Second Person	Third Person
Weekly earnings before deductions			
Any other income, state type and amount			
Any other income, state type and amount			
Any other income, state type and amount			

By any other income we mean benefits or allowances you have not already told us about on this form as well as interest from savings or investments. We will need to see proof of earnings and any other income.

Are any of the people who normally live with you married to each other or living together as if they were married? We call these people partners.

No

Yes

Tell us their names below

<input type="text"/>	is the partner of	<input type="text"/>
<input type="text"/>	is the partner of	<input type="text"/>

Part 3a About Boarders and Subtenants

A **sub tenant** is someone who occupies part of your dwelling and pays rent to you but is responsible for his own cooking arrangements

Do you sub let part of your home?

No

Yes

If yes, how many sub tenants do you have?

How much do you receive from each sub tenant per week?

 £

Does this include any amount for heating?

No

Yes

Are you related to your sub tenant?

No

Yes

If yes, please give details

A **boarder** is someone who occupies part of your dwelling and pays rent to you and receives one or more meals

Do you have any boarders or lodgers who live with you?

No

Yes

If yes, please give their names and the amount you charge each week

Name	Amount

Are you related to your boarder?

No

Yes

If yes, please give details

Part 4 About Income Support, Income Based Job Seekers Allowance, Employment and Support Allowance (Income Related) and Guarantee Pension Credit

Are you, or your partner receiving or waiting to hear about a claim for Income Support, Income Based Jobseekers Allowance, Employment and Support Allowance (Income Related) or Guarantee Pension Credit?

No Go to Part 5
 Yes Answer the questions below

If you, or your partner, actually get Income Support, Income Based Jobseekers Allowance, Income Based Employment Support Allowance or Guarantee Pension Credit at the moment:

	You	Your partner
State which you are getting		
When did you start getting it?		
Which office deals with the claim?		

If you, or your partner, are still waiting to hear about a claim for Income Support, Income Based Jobseekers Allowance, Employment and Support Allowance (Income Related) or Guarantee Pension Credit:

	You	Your partner
State which you have applied for		
When did you apply?		
Which office did you apply to?		

Part 4a About Students

This section should only be completed if you or your partner is a student

Are you a student? No Yes

Is your partner a student? No Yes

Is your course part-time? No Yes

Please give start and end dates of courses

Do you receive a grant or student loan? No Yes

If yes, state amount of grant or loan

Do you receive a parental contribution? No Yes

If yes, how much per week?

Do you receive any other income? (e.g. bursary, sponsorship) No Yes

If yes, please state amount

We need to see proof of how much income you receive

Part 5 About working for an employer

Do you or your partner work for an employer? No Go to part 6 Yes Answer all the questions in this part

Do you or your partner have more than one job? No Yes

If you, or your partner has more than one job we need all the information we ask for in this part for *each* job. Please use the space in Part 15 to tell us this

Employment details

	You	Your partner
What kind of work do you do?		
What is your employers name and address?		
When did you start this job?		
Payroll, employee or staff number		
If you are employed for a limited period, when will the job finish? Please state date		
How many hours a week do you usually work		

Financial details

	You	Your Partner
How much are you paid before deductions for tax and National Insurance?		
State how often this is paid, for example weekly, fortnightly or monthly?		
How are you paid, for example cash, cheque or straight into a bank account?		
If you pay into a private pension scheme, how much do you pay?		
How often do you pay this?		
When was your last pay rise?		
When will your next pay rise be?		

Absence from work

You may still be receiving payments from your employer even though you are absent from work at the moment. If so we need to know what these payments are for. Tick if you are getting any of the following.

	You	Your Partner
Statutory Sick Pay		
Statutory Paternity Pay		
Statutory Maternity Pay		
Adoption Pay		
Employers Sick Pay		
Employers Maternity Pay		

We must see evidence of any earnings before we can decide how much benefit you can get. We need to see 5 weekly payslips, 2 monthly payslips or 3 fortnightly payslips all of which must be consecutive. You can also ask your employer(s) to complete a Certificate of Earnings. A Certificate of Earnings is attached to this form. Additional Certificates of Earnings are available on request.

Part 6 About being self employed

Are you or your partner self-employed?

No

Go to Part 7

Yes

We will write to you about this

Part 7 About any other work

We need to know if you, or your partner do any other work. This may be voluntary work or any other work at all even if it is not paid work.

Do you or your partner do any other work at all?

No

Go to Part 8

Yes

Answer the questions below

	You	Your Partner
What other work do you do?		
Who do you do this work for? Please state name and address		
	Postcode	Postcode
When did you start this work?		
How many hours per week do you work?		
Do you get paid? (this includes tips)		
How much do you get including tips before any deductions?		
How often are you paid?		
Are you paid expenses only? (If so give details)		

We will need to see evidence of any earnings for other work before we can decide how much benefit you can get.

Part 8 About benefits, state pensions and tax credits

Do you or your partner receive, or have applied for, any income listed below.

No

Go to Part 9

Yes

Give details

Tell us the amount of income you receive from any of the following sources, tell us the full rate before any deductions. If this income has started during the past 12 months tell us the date it started in the "Additional Information" box. You should also use this box to tell us the date you applied for this income if you have not yet been paid.

Income Type	You	Your Partner	Additional Information
State Retirement Pension			
State Pension Credit (including Savings Credit)			
Child Benefit			
Jobseekers Allowance (contribution based)			
Maternity Allowance			
Widow's Pension			
War Widow's Pension			
War Disablement Pension			
Employment and Support Allowance - (Contributory)			
Incapacity Benefit - short-term lower rate			
Incapacity Benefit - short-term higher rate			
Incapacity Benefit - long-term rate			
Severe Disablement Allowance			
Disability Living Allowance - highest rate care component			
Disability Living Allowance- middle rate care component			
Disability Living Allowance- lowest rate care component			
Disability Living Allowance- mobility higher/lower component			

(continued on page 15)

Housing Benefit/Rate Relief Certificate of Occupation

If you are a tenant of the Housing Executive, a Housing Association or a Hostel, you do not need to use this certificate.

This form must be detached and given to your landlord to complete. ONLY your landlord or his agent can complete the certificate, which should then be returned to the office dealing with your Housing Benefit/Rate Relief claim.

You should enter your name and address details and the District Office dealing with your claim below.

Tenant's Details

	Tenant	Tenant's partner
Last Name	<input type="text"/>	<input type="text"/>
Other Names	<input type="text"/>	<input type="text"/>
Address (including flat number)	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
District Office dealing with your claim	<input type="text"/>	<input type="text"/>

Note for Landlords

The Housing Executive appreciates your help in completing this form. When completed, the Certificate of Occupation should be returned directly to the office noted above, you should not give this form back to your tenant.

Owner and Agent details (we need owner details in EVERY case. If you have an agent we also need the agent's details)

	Owner	Agent
Last Name	<input type="text"/>	<input type="text"/>
Other Names	<input type="text"/>	<input type="text"/>
Address (including flat number)	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Phone Number	<input type="text"/>	<input type="text"/>

About the tenancy

Please confirm the date the tenancy commenced

On what date did the tenant first occupy the property?

How long is the tenancy due to last?

Is the tenant still living in the property?

No Yes

Was a tenancy agreement signed?

No Yes

Does the tenant have a rent book?

No Yes

Was the property let furnished?

No Yes

Is the tenant in arrears?

No Yes

If yes, by how many weeks

About the tenant and the landlord and/or agent

Is the tenant related to the owner or agent?

No Yes

Is the tenant's partner (or former partner) related to the owner or agent?

No Yes

Is a close family member related to the owner or agent?

No Yes

Is the tenant a former partner of the owner?

No Yes

Is the owner responsible for a child who lives in the property?

No Yes

Is the owner or agent employed by the Housing Executive?

No Yes

If you have answered yes to any of the above questions, please give details below

About charges

How often is the rent charged?

Daily Weekly Fortnightly Four Weekly Monthly Other

How much in total are you charging the tenant for this period?

For rent £ For rates £

Please note that the NIHE needs confirmation of both the rent and the rates charged for this tenancy. If you do not confirm an amount for rates, the NIHE will assume that a rates charge is included in the rent and will reduce the rent accordingly.

Who is responsible for the payment of rates to the Rate Collection Agency? You The tenant

Services included in the rent

Apart from rent and rates, does the amount you charge cover any of the following items?

(Please give amount charged where applicable)

Service	Yes	No	Amount		Yes	No	Amount
Heating	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Laundry or cleaning service	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Furniture	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Hot Water	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Personal Care and support	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Gas/electricity for cooking	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Garage or parking space	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Other (please give details)			<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>

Do you provide any meals for the tenant? No Yes
 If yes, please complete the following

Amount charged for breakfast	£ <input type="text"/>	Tick if charged:	Daily <input type="checkbox"/>	Weekly <input type="checkbox"/>
Amount charged for lunch	£ <input type="text"/>	Tick if charged:	Daily <input type="checkbox"/>	Weekly <input type="checkbox"/>
Amount charged for evening meal	£ <input type="text"/>	Tick if charged:	Daily <input type="checkbox"/>	Weekly <input type="checkbox"/>

Type of accommodation

Tick *one* box only to best describe the type of accommodation where the tenant lives

<input type="checkbox"/> Detached House	<input type="checkbox"/> Flat in a house	<input type="checkbox"/> Caravan
<input type="checkbox"/> Semi-detached house	<input type="checkbox"/> Flat in a block	<input type="checkbox"/> Houseboat
<input type="checkbox"/> Terraced House	<input type="checkbox"/> Flat over a shop	<input type="checkbox"/> Board and lodgings
<input type="checkbox"/> Maisonette	<input type="checkbox"/> Bedsit or rooms	<input type="checkbox"/> Hotel
<input type="checkbox"/> Bungalow detached	<input type="checkbox"/> Studio flat	<input type="checkbox"/> Hostel
<input type="checkbox"/> Bungalow semi- detached	<input type="checkbox"/> Supported Accommodation	<input type="checkbox"/> Sheltered Accommodation

How many rooms are there in the building?

Rooms	In the whole building	Just for your tenant	That your tenant shares with other people
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

Private Tenancies Order

Was the property built before 1945?

No Yes

When was the property built

Has the certificate of fitness been issued under the terms of the Private Tenancies Order 2006?

No Yes

Has a Registered Rent been determined by the NI Rent Office under the terms of the Private Tenancies Order 2006 for this dwelling?

No Yes

Bank Details

If payment of benefit is to be made directly to you, the following details must be provided. Any entitlement of Rates Relief will be paid directly to the Rate Collection Agency

Name and address of bank or building society

Sort code

Account number

Account name

Do you already receive direct payment of Housing Benefit?

No

Yes

Declaration

- I declare that the information I have given on this form is correct and complete to the best of my knowledge
- I authorise the Housing Executive to make any necessary enquiries to verify the information given on this form.
- I understand that the information given on this form may be shared with other government organisations if this is allowed by law
- I understand that it is a criminal offence to knowingly give incorrect information or to withhold relevant information
- I 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.
- I understand that you may also use any information I have provided for other functions of the Housing Executive.

Landlord or Agent's signature

Date

Data Protection: The Housing Executive applies the principles of the Data Protection Act 1998 in terms of the gathering, use and disclosure of the information provided on this claim form.

Part 8 About benefits, state pensions and tax credits (continued)

Income Type	You	Your Partner	Additional Information
Attendance Allowance - higher rate			
Attendance Allowance - lower rate			
Carers Allowance			
Industrial Injuries Disablement Benefit			
Industrial Injuries Death Benefit			
Fostering Allowance			
Guardians Allowance			
Working Tax Credit			
Child Tax Credit			
Bereavement Allowance			
Widowed Parent's Allowance			
Occupational (Works) Pension (net of tax). This includes any occupational pension paid to you in respect of a late partner.			

We will need to see evidence of all of the above income. If you are receiving Tax Credits we will also need to see the award notification from the Inland Revenue.

Part 9 About other money coming in

Do you, or your partner, or any children who you are claiming for have any money coming in (or expect to have some money coming in) that you have not already told us about on this form?

No Yes

By "other money" we mean things like occupational pensions, work pensions, private pensions, maintenance or child support payments and money from a trust fund, training allowance, and any cash payments. You do not need to tell us about payments from the Independent Living Trust, the Eileen Trust or the MacFarlane Trust.

Tell us the amount of other money you have coming in from any of the following sources.

Type of income	How much is this?	Who gets this income?	How often is this paid?	When did this income start?	When is this income likely to increase?
Maintenance/Child Support Payments					
Occupational/works/Private Pensions					
Training Allowance					
Trust Funds					
Cash Payments					
Any other money coming in (please state what this money is for below)					

Do you expect to receive any money in the next twelve months, for example, a redundancy payment, an insurance policy, a payment instead of notice, or money you are owed?

No Yes

If yes,

What is the money for?	
When do you expect to receive it?	
How much will it be?	

We need to see evidence of any other money coming in before we can decide how much benefit you can get.

Part 10 About savings, investments and property

We need to know about any savings, investments or property you, your partner and any children you are claiming for may have in this or any other country. This includes cash, current accounts, savings accounts with a bank, building society or credit union, post office accounts, premium bonds, National Savings Certificates, Ulster Savings Certificates and stocks and shares.

This is not a complete list and you must tell us about any other savings or investments you may have.

Do you or your partner have a bank or building society account? No Yes

Having read the above do you, your partner or any children you are claiming for have any savings, investments or property in this country or any other country?

No

Go to Part 11

Yes

Give details below

Cash and accounts

TYPE	AMOUNT	ACCOUNT HELD AT	ACCOUNT NUMBER	ACCOUNT NAME(S)
Cash				
Current account				
Current account				
Savings account				
Savings account				
Savings account				
Savings account				

Investments

Other than shares do you, your partner or any children you are claiming for have investments in this or any other country?

No

Yes

Give details below

Type of Investment	Value	Other Information
Premium Bonds		
Unit Trusts, ISAs, PEP's & TESSAs		
National Savings Certificates		
Ulster Savings Certificates Income or Capital Bonds		
Money or property held in trust		
Other investments - give details		

Do you, your partner or any children you are claiming for own shares in this or any other country?

No

Yes

Give details below

Name of company in which shares are held	Number of shares held	Approximate value

Property and land

Do you, your partner or any children you are claiming for own any property or land in this or any other country?

No

Yes

We will write to you about this

You should still tick yes even if there is a mortgage or loan outstanding on the property or land

In certain circumstances savings are not taken into account at all or are ignored for limited periods. We need to know the following information to make sure that we do not wrongly take your savings into account.

Do any of your savings or investments include:

- money from the sale of a house?
- money from a charity?
- money received from the compulsory purchase of a former home?

No

Yes

We will write to you about this

Have you, or your partner received:

- money from the Far Eastern Prisoner of War Compensation scheme?
- money paid as compensation to victims of atrocities that happened during the Second World War?
- money paid to families of the disappeared in Northern Ireland?

No

Yes

We will write to you about this

No

Yes

We will write to you about this

No

Yes

We will write to you about this

Have you, your partner, or any children you are claiming for received a payment from the vCJD (Creutzfeldt-Jakob Disease) Trust?

No

Yes

We will write to you about this

Part 11 About where you live

If you are a **Housing Executive (or Housing Association tenant)** go to Part 12 otherwise please answer these questions.

Tick **one** box only to best describe where you live

Detached House	<input type="checkbox"/>	Flat in a house	<input type="checkbox"/>	Caravan	<input type="checkbox"/>
Semi-detached house	<input type="checkbox"/>	Flat in a block	<input type="checkbox"/>	Houseboat	<input type="checkbox"/>
Terraced House	<input type="checkbox"/>	Flat over a shop	<input type="checkbox"/>	Board and lodgings	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>	Bedsit or rooms	<input type="checkbox"/>	Hotel	<input type="checkbox"/>
Bungalow detached	<input type="checkbox"/>	Studio flat	<input type="checkbox"/>	Hostel	<input type="checkbox"/>
Bungalow semi-detached	<input type="checkbox"/>	Supported Accommodation	<input type="checkbox"/>	Sheltered Accommodation	<input type="checkbox"/>

Is there more than one floor? No Yes Tell us how many floors there are

Which floors do you live on? (for example ground floor or first floor)

Do you and your household occupy only part of the building? No Yes

If yes, where in the building do you live? At the front In the middle At the back

How many rooms are there in the building?

Rooms	In the whole building	Just for you and your household	That you share with other people
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

We may need to visit you, please let us know which days or times you are **NOT** available

Days Times

.....

Part 12 About rent

When did your tenancy start?..... When did you first occupy the property?.....

Are you living there now?

Yes No

If you have not already moved in tell us when you expect to move in
You will need to tell us when you actually move in

If you are a Housing Executive tenant go now to Part 13 otherwise answer all the questions below

How much rent do you pay and how often?

£ every

Does anyone other than your partner share paying the rent with you?

Yes No

If yes, how much do they pay and how often?

£ every

Do you have any weeks when you do not have to pay rent?

No

Yes How many each year?

Has your rent changed in the last 12 months?

No

Yes Let us see proof of the change

When is the next rent increase due?

Are you behind with your rent?

No

Yes By how many weeks?

Is the property let furnished?

No

Yes

Do you have a garage or parking space?

No

Yes

If yes can you choose to rent the garage or parking space separately?

No

Yes

Please provide your Landlord/Agent* name and address below

*delete as appropriate

Name

Address

If you are a Housing Association tenant go now to Part 13 otherwise answer the questions below

Do you use your home for any sort of business? Yes No

Do you occupy your home as a condition of employment? Yes No

Did you sign a tenancy agreement? Yes No

Do you have a rent book? Yes No

Is the landlord your former partner? Yes No

If yes did you and your landlord live as partners in the dwelling you now occupy? Yes No

Are you, or your partner or any children of either (including through marriage even if the marriage has ended) related to your landlord or agent? Yes No

If yes please give details below

Did you or your partner own the dwelling you now occupy at any time? Yes No

If yes please give the date you sold this property We may need to write to you about this

Do you pay rates directly to the Rate Collection Agency? latest Yes No Send us your rates bill

Housing Benefit

If you pay rates to the Rate Collection Agency we can pay your rates entitlement directly, do you want us to do this? Yes No

Is it a condition of your tenancy agreement that you pay your rates directly to the Rate Collection Agency? Yes No

Rate Relief

Any entitlement to **Rate Relief** will be paid directly to the Rate Collection Agency

Was the property you are living in now built before 1st January 1945? Yes No

Has a Certificate of fitness been issued under the terms of the Private Tenancies Order 2006? Yes No

Has a Registered Rent been determined by the NI Rent Officer under the terms of the Private Tenancies Order 2006 for this dwelling? Yes No

Part 13 How you will be paid and the choices you have

If you are a Housing Executive tenant we will pay your Housing Benefit into your rent account, this will reduce the amount you have to pay.

If you are not a Housing Executive tenant in most cases you can choose how we pay your Housing Benefit. We can arrange to pay your Housing Benefit:

- straight into a bank or building society account which is safe, secure and convenient.
- directly to your landlord

If you do not have a bank or building society account please contact your District Office

You must tick Yes to **one** of these questions

Would you like your Housing Benefit paid straight into an account?

- No Go to the next question
 Yes Give details of the account below

Would you like your Housing Benefit paid direct to your landlord?

- No
 Yes Sign the authorisation on the next page

Housing Benefit can be paid into your bank account but not into a Post Office card account. The account can be your name, partner's name or both.

Cheque Accounts & Bank Savings Accounts

Name(s) on account	
Name of bank or building society	
Sort code	<input type="text"/> <input type="text"/> <input type="text"/>
Account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Type of account	

Building Society Savings Accounts

Name(s) on account	
Name of building society	
Account number	
Roll number	

If you want your Housing Benefit paid directly to your landlord please authorise this by signing below

Please pay my Housing Benefit directly to my landlord

Your Signature
Please print your full name
Date

Sharing information with your landlord (Private Sector Tenants only)

Sharing information with your landlord could help us to deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

We can confirm limited information, such as the start date of your tenancy from your landlord without your permission but we need your permission under the Data Protection Act 1998 to discuss anything else.

If you give us permission by signing this form we will give the following information to your landlord:

- That we have received a Housing Benefit/Rate Relief claim form from you
- The date from which Housing Benefit/Rate Relief will be paid and the date it is due unless your circumstances change
- That you have requested that payment of Housing Benefit is made directly to your landlord
- That you have requested that payment of Housing Benefit made directly to your landlord ceases
- That your claim for Housing Benefit/Rate Relief has ceased
- That you have not responded to a request for information relating to your claim for Housing Benefit/Rate Relief.

The Northern Ireland Housing Executive undertakes to provide no information concerning your personal or household circumstances or your financial circumstances to your landlord.

It will not affect your claim if you do not give permission to share information with your landlord and you may withdraw your permission at any time.

If you want to give us permission to share information with your landlord please sign below.

Signature

Date

Part 16 Declaration

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. If you have a partner they must also sign the declaration.

*I **declare** that the information I have given on this form is correct and complete.*

*I **understand** that if I give information that is incorrect or incomplete you may take action against me. This may include court action.*

*I **agree** that you will use the information I have provided to process my claim for Housing Benefit/Rate Relief. You may check some of the information with other sources as allowed by the law.*

*I **understand** that you may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other organisations such as government departments, local authorities and private sector companies such as banks and organisations that may lend me money if the law allows this.*

*I **understand** you may also use any information I have provided for other functions of the Housing Executive, including the recovery of rent arrears which may be due to it.*

*I **know** that I must let you know in writing about any change in my circumstances, which might affect my claim.*

*I **understand** that if I do not tell you about any change of circumstances and you pay me too much Housing Benefit/Rate Relief because of this, I may have to pay it back.*

*I **understand** that I may be prosecuted if I do not tell you about any change of circumstances.*

*I **declare** that there has been no change in my circumstances other than those reported on this form since I last completed a Housing Benefit/Rate Relief application form.*

Signature of person claiming		Partner's signature	
Date		Date	

If this form has been filled in by someone other than the person claiming please read the declaration, give us the following details and sign below.

*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.*

Name of the person who filled in this form	
Relationship to the person claiming	
Signature	
Date	

Now tell us why you are filling in this form for the person claiming.

Part 17 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 other money paid out | <input type="checkbox"/> |

We must see original documents and cannot accept copies. 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.

Part 18 What to do next

You should now have:

- Filled in the claim form for Housing Benefit/Rate Relief
- Asked your employer to complete the Certificate of Earnings if applicable
- Asked your landlord, or his agent, to complete the Certificate of Occupation if applicable
- Collected any other evidence to support your claim, but remember do not send valuable items through the post

If you are claiming Income Support, Income Based Job Seekers Allowance, Employment and Support Allowance (Income Related) or Pension Credit (Guarantee Credit) you should send this form to the Social Security office or Pension Service office which deals with you. You may also send this form to your local Housing Executive District Office.

If you are working or receiving any other benefits, including Pension Credit (Savings Credit) you should return this form directly to your local Housing Executive District Office. You can find the address in the phone book.

If you are submitting any evidence to support your claim separately this should be sent to your local Housing Executive District Office. Please remember to write your name and address on this to avoid delays.

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.

If you need further copies of this certificate, please contact your local District Office

District Office

Note to Claimants

This Certificate of Earnings **MUST** be completed by your employer and returned directly by the Employer to the office dealing with your Housing Benefit/Rate Relief claim.

You should enter your name and address details and the office dealing with your claim.

You **MUST** not enter any further details.

Name

Address

Postcode	Phone number
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Note to Employers

Thank you for your help. Please give earnings details for the last 5 weeks or 2 months as appropriate. Please include tips, bonuses and overtime.

Employee Staff Number

Employee National Insurance Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Employer's Name

Employer's Address

Employer's Signature

Employer Contact Point

Date

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
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Official Stamp

Are you related to the Employee?

No Yes If **yes**, please give details

	Date	Gross Earnings	Year to Date Earnings	Tax	National Insurance	Pension Contribution	Working Tax Credit	NIHE Use Only
Week/Month Ended	--/--/--	£	£	£	£	£	£	
Week/Month Ended	--/--/--	£	£	£	£	£	£	
Week/Month Ended	--/--/--	£	£	£	£	£	£	
Week/Month Ended	--/--/--	£	£	£	£	£	£	
Week/Month Ended	--/--/--	£	£	£	£	£	£	

Are these earnings Actual? Estimated?

Is Employee Paid? Weekly 4 Weekly Other
 Fortnightly Monthly

Date Employee started work

Date of last pay increase

Total number of hours worked per week by employee

Method of payment
 Cash Direct payment to bank account
 Cheque Other

