

A claim form for Housing Benefit and Council Tax Benefit

For office use only

Date form was requested

 / /

Date form was issued

 / /

Date received at:

DWP office date stamp

Initials

Local authority office date stamp

Initials

If you are just claiming Second Adult Rebate, only fill in Parts 1, 6, 10, 11 and 12 of this form.

Are you (please tick every box that applies to you):

a council tenant?

an owner-occupier?

a private tenant?

a housing association or social landlord tenant?

Part 1 About you and your partner

Do you have a partner who normally lives with you?

No

We use *partner* to mean

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

- a person you are married to or a person you live with as if you are married to them, or
- a civil partner or a person you live with as if you are civil partners.

	You	Your partner
Surname or family name	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>
Any other names you have used	<input type="text"/>	<input type="text"/>
Title (Mr, Mrs, Ms, other)	<input type="text"/>	<input type="text"/>
Address, including room number if you have one Do not tell us your partner's address if it is the same as yours.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Postcode	Postcode
What date did you move to this address?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Your daytime phone number	Code <input type="text"/> Number <input type="text"/>	Code <input type="text"/> Number <input type="text"/>
What is this number? Please tick.	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/>	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Have you or your partner come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last two years?

You

No
 Yes We may write to you about this.

Your partner

No
 Yes We may write to you about this.

What is your nationality?

If your nationality is not British, on what date did you last enter and apply to stay in the UK?

 / /
 / /

The UK is England, Northern Ireland, Scotland and Wales.

Are you or your partner in hospital at the moment?

No
 Yes Please tell us about it below.

No
 Yes Please tell us about it below.

When did you go in?

 / /
 / /

When will you come out, if you know?

 / /
 / /

Do you or your partner get Disability Living Allowance?

No
 Yes How much?

No
 Yes How much?

Care

 £

 £

Mobility

 £

 £

Do you or your partner get Attendance Allowance?

No
 Yes We need to see proof of this.

No
 Yes We need to see proof of this.

Do you or your partner have a carer who lives somewhere else, but provides care overnight in your home?

No
 Yes We may write to you about this

No
 Yes We may write to you about this

Does anyone get Carer's Allowance for looking after you or your partner?

No
 Yes We need to see proof of this.

No
 Yes We need to see proof of this.

Have you or your partner been told that you are entitled to Carer's Allowance, even if you do not receive it, because you are getting another benefit instead?

No
 Yes We need to see proof of this.

No
 Yes We need to see proof of this.

Do you or your partner have any children or qualifying young persons you want to claim for?

No
 Yes How many? We will write to you about this.

- We use *child* to mean a person aged under 16 who you are getting Child Benefit for.
- We use *qualifying young person* to mean a person aged 16, 17, 18 or 19 who you are getting Child Benefit for.

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

You
 No
 Yes How much do you pay and how often?
 £ every

Your partner
 No
 Yes How much do they pay and how often?
 £ every

Are you or your partner a student?

By *student* we mean anyone who is attending a course of study at an educational establishment, including student nurses.

No
 Yes Tell us if this is full or part time.
 Full time Part time

No
 Yes Tell us if this is full or part time.
 Full time

Please tick if you or your partner:

- are an apprentice
- are on youth training
- are in legal custody
- are severely mentally impaired
- are registered blind
- have a long-term illness or disability.

-
-
-
-
-
-

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

No
 Yes

No
 Yes

We will contact you if we need any more information.

Are you or your partner getting or waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Pension Credit?

No Go to Part 3.

Yes Answer both the questions in this part and then go to Part 6.

Are you or your partner actually getting Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Pension Credit at the moment?

No

Yes When did you start getting it?

Your partner

No

Yes When did they start getting it?

Are you or your partner still waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Pension Credit?

No

Yes When did you claim?

No

Yes When did they claim?

Which benefit are you getting or waiting to hear about?

Income Support

income-based Jobseeker's Allowance

Employment and Support Allowance

Pension Credit

Which benefit are they getting or waiting to hear about?

Income Support

income-based Jobseeker's Allowance

Employment and Support Allowance

Pension Credit

We must see proof of your benefits, allowances or pension before we can decide how much benefit you can get. Read the checklist at Part 10 to see what you can use as proof.

Are you or your partner getting any benefits or waiting to hear about benefits you have claimed? No Go to Part 4. Yes

Read the list of benefits below and tell us about any you or your partner are getting now or have claimed.

- Child Benefit
- Child Tax Credit
- Fostering Allowance
- Contribution-based Jobseeker's Allowance
- Contribution-based Employment and Support Allowance
- Maternity Allowance
- Working Tax Credit
- Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Carer's Allowance
- Severe Disablement Allowance
- Statutory Sick Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Adoption Pay
- Bereavement Allowance
- Guardian's Allowance
- State Pension
- War Disablement Benefit
- War Pension or War Widow's Pension
- Widowed Parent's Allowance
- Armed Forces Compensation Scheme (AFCS)
- any other social security benefit

If you are getting or have claimed any benefit that is not listed, tell us about it on a separate sheet of paper and send it with the form.

If you are sending a separate sheet of paper, tick this box.

	You	Your partner
The name of the benefit or pension	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method?	<input type="checkbox"/> How much, how often and by what method?
	<input style="width: 95%;" type="text"/> £ every by	<input style="width: 95%;" type="text"/> £ every by
The name of the benefit or pension	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method?	<input type="checkbox"/> How much, how often and by what method?
	<input style="width: 95%;" type="text"/> £ every by	<input style="width: 95%;" type="text"/> £ every by
The name of the benefit or pension	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method?	<input type="checkbox"/> How much, how often and by what method?
	<input style="width: 95%;" type="text"/> £ every by	<input style="width: 95%;" type="text"/> £ every by

We need to see proof of your and your partner's benefits and pensions. See the checklist at Part 10.

Are you or your partner self-employed?

No

Yes We will write to you about this if we need to.

Are you or your partner working for an employer or doing any other type of work?

No

Yes We will write to you about this if we need to.

Do you or your partner

- have any money coming in that you have not already told us about?

- expect to have any other money coming in?

- delayed receiving any other money?

This includes occupational pensions, work pensions and private pensions, payments from the Financial Assistance Scheme, money from a trust fund, training allowances, a student grant or loan, and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants.

No Go to **Part 10**.

Yes Answer the questions on this page. You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust, the MacFarlane Trust or the Skipton Fund.

What is the money for?

Other money 1	Other money 2	Other money 3
<input type="text"/>	<input type="text"/>	<input type="text"/>

Who gets it?

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

How much do they get paid and how often?

£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
---	---	---

How is this paid?

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

When did they start getting this income?

<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"/>
--	--	--

When is the income likely to go up?

<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"/>
--	--	--

Does anyone owe money to you or your partner?

What for?

How much?

Who is it owed to?

Are you or your partner expecting to get any money in the next 12 months?

For example, a redundancy payment or a payment instead of notice or holiday.

What for?

How much?

Other money 1

No

Yes Tell us about it below.

£

No

Yes Tell us about it below.

£

Other money 2

No

Yes Tell us about it below.

£

No

Yes Tell us about it below.

£

Other money 3

No

Yes Tell us about it below.

£

No

Yes Tell us about it below.

£

We must see proof of any money coming in before we can decide how much benefit you can get. Read the checklist at Part 10 to see what you can use as proof.

We need to know if you or your partner have any bank accounts, savings, investments or property in the UK or abroad.

This includes cash, current accounts and savings accounts with a bank or building society, Post Office® accounts, Premium bonds, National Savings Certificates and stocks and shares.

Do you or your partner have any of the following?

Bank accounts

No

Yes

How many accounts?

Total amount

£

Building society accounts

No

Yes

How many accounts?

Total amount

£

Post Office® accounts

No

Yes

How many accounts?

Total amount

£

Premium bonds

No

Yes

How many bonds?

Total amount

£

Unit trusts, ISAs, PEPs, TESSAs, TOISAs or other investments

No

Yes

How many?

Total amount

£

Income bonds or capital bonds

No

Yes

How many bonds?

Total amount

£

Money or property held in trust

No

Yes

How many?

Total amount

£

Any other savings or investments

No

Yes

How many?

Total amount

£

Type of other savings or investment

Shares – approximate value

Name of the company the shares are held in

Number of shares held

Shares – approximate value

Shares – approximate value

We must see proof of any accounts, savings, investments or property before we can decide how much benefit you can get. Read the checklist at Part 10 to see what you can use as proof.

Do you or your partner have any National Savings Certificates?

No

Yes We need to see the **original** certificates as proof. We will return the certificates to you.

Do any of your or your partner's savings or investments include:

- money from the sale of a house, or
- money from a charity?

No

Yes We will write to you about it.

Apart from your home, do you or your partner own any other property or land in this country or abroad?

If it is on a mortgage or a loan, still tick **Yes**.

No

Yes We will write to you about it.

Have you or your partner ever received a lump sum payment as a result of putting off your State Pension?

No

Yes Please tell us about it below.

How much was the gross amount you were awarded?

£

How much was the gross amount your partner was awarded?

£

Have you or your partner received:

- a Far Eastern Prisoner of War Compensation payment, or
- a compensation payment made to victims of atrocities that happened during the Second World War?

We need to know this to make sure we do not count it as part of your savings.

No

Yes What payment did you receive? Who received the payment?

A Far Eastern Prisoner of War Compensation payment You Your partner

A compensation payment made to victims of atrocities that happened during the Second World War You Your partner

Have you or your partner received a payment from the vCJD (Creutzfeldt-Jakob Disease) Trust?

No

Yes We will write to you about it.

Who is responsible for decorating your home?

How many floors are there?

Do you and your household occupy only part of the building you have ticked?

No

Yes As you look at the building from the street, where in the building do you live?

At the left At the right

At the front In the middle At the back

Which floors do you live on?

For example, ground floor, first floor.

How many rooms are there in the building?

Just for you and your household

That you share with other people

Living rooms

Bedsitting rooms

Bedrooms

Bathrooms or shower rooms

Toilets

Kitchens

Other rooms

When did you move to this address?

If you have not moved in yet, tell us when you expect to move in, then tell us when you have actually moved in.

What sort of tenancy do you have?

For example, shorthold, assured tied rent or something like this.

How long is the tenancy for? to **How much rent do you or your partner pay and how often?**

For example, every week, every fortnight, every four weeks or monthly.

 every**Does anyone else share the rent with you and your partner?**

Tell us their names and their relationship to you and your partner.

No Yes Tell us the details below.**How much of the rent do they pay and how often?**

For example, every week, every fortnight, every four weeks or monthly.

 every**Has your rent changed in the last 12 months?**No Yes Send us proof of the date it changed and how much it changed.**When is the next rent increase due?**

We must see proof of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 10 to see what you can use as proof.

Has your rent been registered as a fair rent by a rent officer?

No
 Yes Please send us the notice of registration form **RO5**.

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

No
 Yes How many weeks in a year?

Are you behind with your rent?

No
 Yes By how many weeks?

Does your rent include money for the following?

Tick the boxes if your rent includes money for the things we have listed. If you tick a box, fill in the details to the right.

Meals	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text"/>
		Which ?	Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Evening meal <input type="checkbox"/>
Water authority charges	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text"/>
Heating	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text"/>
Lighting	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text"/>
Hot water	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text"/>
Electricity	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text"/>
Fuel for cooking	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text"/>
Laundry	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text"/>
Cleaning rooms or windows	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text"/>
Gardening	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text"/>
Garage or parking space	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text"/>
		Do you have to rent the garage as part of your tenancy agreement?	No <input type="checkbox"/> Yes <input type="checkbox"/>
Personal care and support	<input type="checkbox"/>	How much?	<input type="text" value="£"/> every <input type="text"/>

Do you pay any service charges separate from your rent?

For example, for

- general counselling or support
- an emergency alarm system
- window cleaning, or
- lift maintenance.

No

Yes How much?

£ every

What for?

Are you living away from home at the moment?

No Go to **Part 8**

Yes Tell us about it below.

Why are you not living at home?

When did you last live at home?

/ /

When do you expect to go back home?

/ /

What is the address of where you are living at the moment?

Postcode

Have you sublet your home?

No

Yes Who lives there now?

We must see proof of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 10 to see what you can use as proof.

If you are a council tenant

Your council will pay any Housing Benefit you are awarded into your rent account.

If you rent your home from a private landlord

Your council will usually pay your benefit to you. Your council can pay your money

- straight into a bank, building society
- by cheque.

It is then your responsibility to pay your rent to your landlord.

In some cases, your council can pay your money direct to your landlord. If you are unable to manage your rent payments, contact your council. Your local council may ask you for more information.

If you rent your home from a housing association

You can choose how your council pays your benefit. Your council can pay your money

- straight into a bank, building society
- by cheque, or
- direct to your landlord.

If you are awarded Council Tax Benefit

Your council will pay your Council Tax Benefit into your Council Tax account.

Your council will normally pay your money into an account

Many banks and building societies will let you collect your money at the post office.

Your council will tell you if the amount they pay into the account is going to change.

Finding out how much your council has paid into the account

You can check your payments on account statements. If you think a payment is wrong, get in touch with your council straight away.

You must tick one of these boxes.

Tick this box if you would like to be paid into an account

- Tell us about the account you want to use on the next page. By giving us your account details you agree that your council will pay you into an account.

If you are going to open an account, please tell your council your account details as soon as you get them.

Fill in the rest of this form. You do not have to wait until you have opened an account or contacted us.

Tick this box if you would like to be paid by cheque

- Go to Part 9.

Tick this box if you have rented your home since before 14 January 1989, and would like your Housing Benefit to be paid straight to your landlord.

- Go to Part 9.

About the account you want to use

- You can use an **account in your name**, or a **joint account**.
- You can use **someone else's account** if:
 - the terms and conditions of their account allow this, and
 - they agree to let you use their account, and
 - you are sure they will use your money in the way you tell them.
- You can use a **credit union account**. You must tell us the credit union's account details. Your credit union will be able to help you with this.
- If you are an **appointee** or a **legal representative** acting on behalf of the customer, the account should be in your name only.

Please tell us your account details below.

It is very important you fill in all the boxes correctly, including the building society roll or reference number, if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.

You can find the account details on your chequebook or bank statements. If you do not know the account details, ask the bank or building society.

Name of the account holder

Please write the name of the account holder exactly as it is shown on the chequebook or statement.

Full name of bank or building society

Sort Code

Please tell us all 6 numbers, for example: 12-34-56.

 - -

Account number.

Most account numbers are 8 numbers long. If your account number has fewer than 10 numbers, please fill in the numbers from the left.

Building society roll or reference number

If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letters and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

Please use this space to tell us anything else you think we should know about.
Use a separate sheet of paper and attach it to this form if you need to.

If you are sending any separate sheets of paper with this form, tell us how many.

Do not delay in sending this form in.

Please tick to say what proof you are sending with this form. We must see **original documents**, not copies.

Please do not send valuable items through the post. If you can, bring them into your nearest council benefit office. We will take the details we need and give you the documents back straight away. If you cannot get into the office, phone us for more advice.

If you do not provide all the proof we need, we might not be able to pay you any benefit. We need the same proof for your partner, if you have one.

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

• **Proof of identity**

Such as a birth certificate, marriage or civil partnership certificate, passport, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill. We may need to see several of these documents for each person.

• **Proof of your address**

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

• **Proof of National Insurance number**

Such as a National Insurance number card, payslips or letters from social security or the tax office.

• **Proof of capital, savings and investments**

Such as all your bank, building society or post office books, full bank statements, or certificates for premium bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see proof of any interest or dividends you get on investments and savings. The proof you send must show details for at least the last three months.

• **Proof of other income**

We also need this for any other adults living in your home.

Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see proof of any money people pay you for board and lodgings.

• **Proof of benefits, allowances or pensions**

We also need this for any other adults living in your home.

Such as current award notices or letters from your Jobcentre Plus office, social security office or Pension Centre confirming how much you get. If you do not have proof, let us know straight away.

• **Proof of private rent and tenancy**

Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord.

• **Proof of other money paid out**

Such as letters about student grants, maintenance agreements or receipts from registered child minders.

Make sure you read and sign the declaration on page 21.

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim earlier.

Date you want to claim benefit from

During this earlier period, were your circumstances different to those you have told us about on this form?

No

Yes Please tell us about it below.

What has changed?

We need proof of any changes in your circumstances for this period.

Why you have not claimed before?

Part 12 Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, getting them to sign this form should allow us to process your claim more quickly, but they do not have to sign.

Please read this declaration carefully before you sign and date it.

- **I understand** that this claim is made to you, my local council.
- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I agree** that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. 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 know** that I must let you know in writing straight away about any change in my circumstances which might affect my claim.

Signature of person claiming

Date

Partner's signature

Date

If this form has been filled in by someone other than the person claiming

Please tell us why you are filling in 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.

Name of the person who filled in the form

Signature

Relationship to the person claiming

Date

Part 13 What to do next

You should now have:

- filled in and signed the claim form for Housing Benefit and Council Tax Benefit, and
- collected any proof to support your claim – but remember not to send valuable items.

Send the above documents to us straight away. You can find our address in the phone book under **Council**, or at **mycouncil.direct.gov.uk**

If you are going to send proof at a later date, you should also send this to us.

Sharing information with your landlord

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

We may need to confirm information with your landlord before we can make a decision on your claim, for example, the start date of your tenancy. In these circumstances, we can contact your landlord without your permission.

The law requires that we inform your landlord of certain decisions we make on your claim, for example, when a decision is made to pay your benefit to your landlord.

Under the Data Protection Act 1998 we need your permission to discuss anything else.

If you give us permission, we would be able to tell your landlord whether:

- you have claimed Housing Benefit, or
- we have made a decision on your claim, or
- we need more information to make a decision on your claim, and what that information may be.

We will not give your landlord any information about:

- **your personal or household circumstances, or**
- **your financial circumstances.**

You can withdraw your permission at any time.

It will not affect your claim if you do not give us permission to discuss your claim with your landlord.

If you want to give us permission to discuss your claim with your landlord, please sign below.

I give my local council permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.

Signature

Full name
(in CAPITAL LETTERS)

Date

Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text" value="Postcode"/>

If you want us to pay your benefit straight to your landlord, you must sign this declaration. Then tear this page off and give it to your landlord to sign.

Your declaration

Please pay my Housing Benefit straight to my landlord.

- **I understand** that I must always tell you, my council, about any change in my circumstances.
- **I understand** that if I do not tell you about any change of circumstances and you pay me too much benefit because of this, I may have to pay back the extra benefit.
- **I understand** that I may be prosecuted if I do not tell you about any change of circumstances.

Signature

Date

Full name

(in CAPITAL LETTERS)

Your landlord's declaration

I agree to accept Housing Benefit payments for the tenant named in this form.

I understand that by law:

- I must tell you, the council, straight away if I find out about any change in the tenant's circumstances
- you can stop paying benefit to me if I do not tell you about any change of circumstances
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to, **and**
- if you pay me too much Housing Benefit for any tenant, I may have to repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

Signature

Date

Full name

(in CAPITAL LETTERS)

Under the Race Relations Act we have a responsibility to gather details of our clients' backgrounds. This information is used to help us with our equal opportunities policies.

This information is confidential and will be used only to improve access to our services and help provide equal opportunities for everyone.

The completion of this survey is voluntary.

A Please indicate which background you feel you belong to:

Asian

Bangladeshi

Indian

Pakistani

Other Asian Please specify

background

Black

African

Caribbean

Other black Please specify

background

Chinese

Any Chinese background

Mixed ethnic background

Asian and white

Black African and white

Black Caribbean and white

Other mixed ethnic Please specify

background

White

Any white background

Any other ethnic background

Any other ethnic Please specify

background

B Please indicate your nationality:

British or mixed British

Scottish

English

Welsh

Irish

Any other Please specify

nationality

