



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk



Pensioner private tenant

We need more information about your rent and tenancy

Customer's name

Address

Our phone number is

If you get in touch with us, tell us this reference number

Date issued

Please answer all the questions on this form. Then read and sign Your declaration. Send it back to us no later than on

Do not delay sending in your claim form. If you wait, you could lose money.

About your landlord

If you are a Housing Association or Private tenant, or living in board and lodgings accommodation then you **must** complete the relevant parts as detailed below. Please provide your tenancy agreement if you are a Housing Association or a Private Tenant.

Part 1 About your landlord

Landlord's full name

Landlord's telephone number

Landlord's address

Does your landlord have an agent that acts on their behalf (for example someone who collects rent, deals with repairs)?

No Yes Please give details below.

Agent's full name

Agent's telephone number

Agent's address

Does your landlord live in the property with you? Yes No

About your landlord - continued

Are you, your children, your partner, or your partner's children related to your landlord, to your landlord's partner, or to your landlord's agent or to your landlord's agent's partner, or to anyone involved with the company that your landlord uses? (Related includes related through marriage, even if the marriage has ended. For example, ex-partner, brother, daughter, father, son-in-law or step-daughter).

No Yes Please give details below.

Names of the people who are related

What is the relationship?

Part 2 About your tenancy agreement

Start date of tenancy / / How long is your tenancy for

Type of tenancy Council Housing Association Regulated / Registered
 Assured Short-term Other

Is the property furnished? No Yes Fully Partly Minimally

How many bedrooms are there?

Are you a joint tenant? No Yes Name(s) of joint tenant(s)

How much rent do you pay? £ How often

How much rent do any joint tenants pay? £ How often

Do you have any rent arrears? No Yes Amount £

When is your rent due to increase?

Are there any periods that you do not pay rent? No Yes

Details

We need more information about your rent and tenancy (continued)

Does your rent include any of the following?

Central Heating	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	How much	£ <input type="text"/>	every	<input type="text"/>
Cooking	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	How much	£ <input type="text"/>	every	<input type="text"/>
Cleaning (Rooms / windows)	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	How much	£ <input type="text"/>	every	<input type="text"/>
Garage / Parking space	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	How much	£ <input type="text"/>	every	<input type="text"/>
Gardening	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	How much	£ <input type="text"/>	every	<input type="text"/>
Heating	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	How much	£ <input type="text"/>	every	<input type="text"/>
Hot Water	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	How much	£ <input type="text"/>	every	<input type="text"/>
Laundry	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	How much	£ <input type="text"/>	every	<input type="text"/>
Lighting	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	How much	£ <input type="text"/>	every	<input type="text"/>
Personal care / Support	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	How much	£ <input type="text"/>	every	<input type="text"/>
Meals	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	How much	£ <input type="text"/>	every	<input type="text"/>
Other (For example cleaning, lighting, or maintenance of shared areas, alarm systems)	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	Type	<input type="text"/>		
					How much	£ <input type="text"/>	every	<input type="text"/>

Part 3 About your accommodation

Please tick the box that best describes your accommodation.

Bedsit	<input type="checkbox"/>	Board and lodgings	<input type="checkbox"/>	Caravan	<input type="checkbox"/>
Detached bungalow	<input type="checkbox"/>	Semi-detached bungalow	<input type="checkbox"/>	Terraced bungalow	<input type="checkbox"/>
Detached cottage	<input type="checkbox"/>	Semi-detached cottage	<input type="checkbox"/>	Terraced cottage	<input type="checkbox"/>
Detached house	<input type="checkbox"/>	Semi-detached house	<input type="checkbox"/>	Terraced house	<input type="checkbox"/>
Flat in a house	<input type="checkbox"/>	Flat in a block	<input type="checkbox"/>	Flat over a business	<input type="checkbox"/>
Hotel	<input type="checkbox"/>	Hostel	<input type="checkbox"/>	Room(s)	<input type="checkbox"/>

If your accommodation is not listed then please give details

We need more information about your rent and tenancy (continued)

Do you rent a single room? No Yes Please give details below

Which part of the property do you live in? Front Middle Back What is your room number?

If you do not rent a single room please give details as asked below:

Number of floors in your accommodation

Which floor(s) do you live on? All Ground 1st 2nd 3rd 4th 5th Other

Number of rooms in your accommodation Total number of rooms in your home Please give details below

	Number in whole home	Number used by you & your family	Number shared with others
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<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"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Any other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 4A. Payment of Housing Benefit

How do you want us to pay you your Benefit?

Please send payments to me Into my account Name of Bank/Building Society

By Cheque Account number Sort code

Please send payments to my landlord

If you want payments to be sent to your landlord, then please read and sign the following declaration.

We may send you a form to complete before we decide who payments will be made to.

Declaration

Please pay my Housing Benefit to my landlord.

- I declare that the information that I have given on this form is correct and complete.
- I understand that I must always tell the Revenues & Benefits Team immediately about any change in my circumstances.
- I understand that, if my landlord is paid too much Housing Benefit because I did not tell you about any change in circumstances, I will have to pay back the Benefit.
- I understand that if I give information that is incorrect or incomplete, or fail to report any changes which might affect my benefit entitlement, I may be prosecuted or have to pay a financial penalty.

Signature of applicant

date

Signature of partner

date

Part 4B. Sharing information with you landlord

Under the terms of the Data Protection Act 1998, we need your permission to discuss anything about your application with your landlord. If you have asked for payments to be sent directly to your landlord, then we will share information with them if you agree to this by signing the declaration below.

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

- If you have claimed or renewed your claim for Housing Benefit.
- If we have made a decision on your claim.
- If we need more information to decide your claim, and what type of information we need.

We will not give your landlord any information about the following:

- Your personal or household circumstances.
- Your financial circumstances.

Please note that:

- You can withdraw your permission at any time.
- If you **do** not give us permission to discuss your claim with your landlord it will not affect your claim.

If you **do** want to give us permission to discuss your claim with your landlord then please sign the declaration below.

Declaration

I give you permission to share information about the progress of my Housing Benefit claim with my Landlord or their representative.

Signature of
applicant

date

Signature of
partner

date

Other information

Lined writing area for providing additional information.

Other formats & Translations

This document can be provided in large print, Braille or on audio cassette and can be translated into other community languages.

Contact the Corporate Communications Unit at:

East Dunbartonshire Council,
Civic & Corporate Headquarters
12 Strathkelvin Place
Kirkintilloch
Glasgow
G66 1TJ, Tel: 0300 123 4510.

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhith oirbh. Cuiribh fòn gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫ਼ੋਨ ਕਰੋ।

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

For further information about Housing Benefit & Council Tax Reduction, contact:

William Patrick Library, 2-4 West High Street, Kirkintilloch, G66 1AD

Tel: 0800 901 057 Email: benefits@eastdunbarton.gov.uk Visit: www.eastdunbarton.gov.uk