

**Housing and
Council Tax
Benefit**




Rushcliffe

**Housing Benefit
payment on two homes**

In this booklet:

- **when you can claim for benefit on two homes**
- **application form**



Housing Benefit is normally only paid for the rent you pay on one home at a time.

There are a few exceptions to this and you may be able to get extra help if:

- * you have moved into other rented accommodation due to fear of violence
- * you are a student or trainee, are one of a couple, and have to live in separate rented accommodation from your partner
- * you have a large family and the council has housed you in two properties
- * you have moved to a new home which you pay rent on and still have to pay rent on your old home.

If you think any of these may apply to you, you will find more details below.

Fear of violence

You may get benefit if you have left your former home and are staying away because of violence or fear of violence. This can be either in your home by another person, or outside your home by a former member of your family.

We always have to consider if it is reasonable to pay benefit and we may pay for up to 52 weeks.

For benefit to be paid you must intend to return and live in the home you left.

Students or Trainees

Couples who are living in separate rented accommodation may receive benefit for both properties.

We must agree that you cannot avoid living in separate accommodation and that it is reasonable to pay benefit on both homes. There is no time limit on these payments.



Large families

If you have a large family and the council has housed you in two separate homes because your household is too large to be placed in one home, we can pay benefit for both properties. To qualify, both properties must be public housing (whether or not provided directly by the council) and should be next to each other or within a few streets of each other. There is no time limit on these payments.

Unavoidable overlap

If you have moved to a new home which you rent and still have to pay rent on your old home, you may be able to get some help.

The situation has to be unavoidable, for example if you were offered a new home to rent but were unable to give your old landlord the notice he needed. Benefit may be paid for up to 4 weeks on your old home. For this to be considered you must have moved to your new home.

If you think you should get extra benefit

If you think your circumstances mean that you should get benefit for two homes please fill in the attached application and send it to us.

If you would like more information please contact us. Our details are on page 12 of this leaflet.

What if I disagree with the council's decision on Housing and Council Tax Benefit?

If you disagree with the decision you can ask us to look at your claim again. You must contact us within one month of the date of the decision letter. You can phone, write or visit us and ask us to explain the decision. Also, you can ask for a written statement of reasons, which will show more information about the decision. If you are still not satisfied, you can appeal.

Please contact us and we will give you more advice.

Strictly confidential

Application for payment of Housing Benefit on two homes

Please answer all the questions in full, or tick the boxes that apply. Then pull out the form and send it to the address on page 12 of this leaflet.

Title

Your surname

All other names

Your date of birth

National Insurance (NI) number

Get this from your NI number card, payslips, tax papers or other letters from social security.

Your address

 Postcode

Daytime phone number

I want to claim Housing Benefit on two homes because
(please tick the box that applies)

I left home due to violence or fear of violence (go to Section 1)

I am one of a student couple who are living in separate rented accommodation (go to Section 2)

I have a large family and have been housed in two properties (go to Section 3)

I have moved to a new home which I rent and have had to pay rent to my previous landlord even though I wasn't living there (go to Section 4)

Section 1 Violence or fear of violence

What is your usual home address?

| |
|----------|
| |
| |
| |
| Postcode |

What is your new address?

| |
|----------|
| |
| |
| |
| Postcode |

What date did you leave home?

| |
|-----|
| / / |
|-----|

Please give your reasons for leaving home.

On what date did you decide to leave home?

| |
|-----|
| / / |
|-----|

Up to what date will you be charged rent on your old home?
(Please enclose proof of this date.)

What date did you move into your new address?

Do you intend to return home?

Yes

No

If 'Yes', on what date do you intend to return home?

If 'No', please say why you will not be returning home.

Section 2 Student couple

What address are you living at?

| |
|----------|
| |
| |
| |
| Postcode |

What date did you move into this address?

| | |
|---|---|
| / | / |
|---|---|

What address is your partner living at?

| |
|----------|
| |
| |
| |
| Postcode |

What date did your partner move into this address?

| | |
|---|---|
| / | / |
|---|---|

Please give reasons why you are renting two properties

We may ask you for more information at a later date.

Section 3 Large family in 2 properties

Please give the addresses of both the properties your family is living in.

Address 1

| |
|----------|
| |
| |
| |
| Postcode |

What date did you move into this property?

| |
|-----|
| / / |
|-----|

Address 2

| |
|----------|
| |
| |
| |
| Postcode |

What date did you move into this property?

| |
|-----|
| / / |
|-----|

Please give the reasons why your family needs two properties to live in.

Section 4 Unavoidable overlap

What was your old address?

| |
|----------|
| |
| |
| |
| Postcode |

What date did you give notice to your landlord?

| |
|-----|
| / / |
|-----|

How much notice did you have to give the landlord of your old address?

.....

Up to what date will you be charged rent at your old address?
(Please enclose proof of this.)

| |
|-----|
| / / |
|-----|

On what date did you leave your old address?

| |
|-----|
| / / |
|-----|

What is your new address?

| |
|----------|
| |
| |
| |
| Postcode |



On what date did you accept your new tenancy?

What date did your new tenancy start?

What date did you move into your new address?

Declaration and warning

If you give false information, or you do not tell us information that is relevant, you may be prosecuted under the Theft Acts 1968 and 1978 or the Social Security Act 1992.

Declaration

- The information I have given is true and complete.
- I authorise the local authority to check the information if they want to.
- I will write and tell you if there are any changes in my circumstances or my household's circumstances.
- I understand that my application may not be considered if I do not give all the information you have asked for.

We must protect the public funds we handle and so we may use the information you have given on this form to prevent and detect fraud. We may also share this information, for the same reasons, with other organisations which handle public funds. This information may be given to other departments within the council.

The information may also be used for statistical surveys. This means we may pass this information, in confidence, to the Department for Work and Pensions and agencies working on our behalf.

Do not delay in sending back this form otherwise your benefit may be affected

You must sign the declaration below

I have read the declaration and warning above and declare that to the best of my knowledge and belief, the information shown on this form is true and complete.

Your signature Date.....

Your partner's signature Date

**Other leaflets which give
information or advice about
Housing Benefit and
Council Tax Benefit**

Benefits advice

**General information
for private landlords**

**If you think the decision about
your Housing or Council Tax
Benefit is wrong**

Backdated claims

**Discretionary
housing payments**

**Housing Benefit
payment on 2 homes**

**Temporary absence
from home**

The Customer Services Section
at the Civic Centre is open for
benefit enquiries:

Monday to Friday
8.30am to 5.00pm

If you would like to contact us
by telephone, our lines are open
from 7.30am to 7.00pm on
0115 9819911

You can write to us at:

Revenues Services
Civic Centre
Pavilion Road
West Bridgford
Nottingham
NG2 5FE



We will look again at our decision if you ask us to. Please write to us saying why you do not agree with the decision.

Do I have to tell the council about any changes?



YES: If your circumstances change in any way, the law says you must tell the benefits section immediately

Would you like more information?

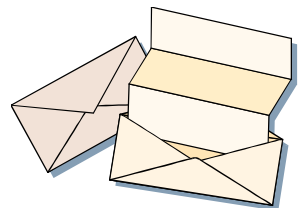


If you would like more information please phone the Housing and Council Tax benefit section on the following number.

0115 9819911



**Revenues Services,
Civic Centre
Pavilion Road
West Bridgford
Nottingham
NG2 5FE**



Benefit Fraud

Do you know someone who is falsely claiming benefit?

If you do please ring our 24 hour

FRAUD HOTLINE

in complete confidence

on

0115 9827252