

Leeds Revenues & Benefits Service
Selectapost 15
Leeds
LS2 8BA

Tel: 0113 222 4404
Minicom: 0113 222 4410
Fax: 0113 247 7846
LCC.Benefits@leeds.gov.uk

Change of address form COA1

Use this form to tell us about a change of address if you are moving into privately rented or Housing Association accommodation and you are already receiving Housing and/or Council Tax Benefit at the address you are moving from.

If the address you are moving to is a Council tenancy, or you are moving to a property that you own, do not use this form. Instead, please tell us about your change of address using Change of Address form COA2, which can be downloaded from www.Leads.gov.uk/benefits.

If you receive Housing and/or Council Tax Benefit, the law states you must tell us when you change address. This is because it may affect the amount of benefit you are entitled to.

If you do not tell us about a change of address, or any other change in your circumstances, within one month of it happening, you may lose out on benefit or we may pay you too much benefit that you will have to pay back to us.

Please print off this form and complete it by hand. You can then post it to us at:

Leeds Revenues & Benefits Service
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or alternatively you can hand it in at any of our One Stop Centres. The addresses of these can be found by using the "Leeds One Stop Centres" link at www.Leads.gov.uk/benefits

Please make sure that you complete all sections of the form. If there are other changes that you need to tell us about that may also affect your benefit claim, you can use Section 10 of the form to tell us the details.

If the form is correctly completed it should provide all of the information we need about your change of address so that we can update your benefit claim as soon as possible.

Notification of a change of address to private rented or housing association accommodation

Please complete all sections
in black ink

Office date stamp

Section 1 - Your Details

- Your full name: _____ Telephone No: _____
- Your NINO or claim number (if known): _____

Section 2 - About your Old Address

- The address you will be moving / have moved from: _____
- The date you moved out of this address: ____ / ____ / ____
- If you were liable to pay rent after moving out of your old address, please tell us why: _____
- The date you paid your rent up to: ____ / ____ / ____
- The date the tenancy terminated (Council Tenants only): ____ / ____ / ____

Section 3 - About your New Address

- Your new address: _____
- Your new Landlord's name & address: _____
- Who do you rent the property from? Please tick (✓)
 Housing Association Private Landlord Hostel
- Is your landlord a relative of you, your partner or children? (e.g. a parent, son, daughter, sister, brother, parent-in-law, son-in-law, daughter-in-law, step-parent, stepson, stepdaughter, husband, wife, partner, ex-husband, ex-wife or ex-partner)? Please tick (✓)

You	Your Partner	Your children
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes

 If 'Yes' what is the relationship? _____
- Does your landlord live in the property you rent? Please tick (✓) No Yes
- The date your new tenancy commenced: ____ / ____ / ____
- The date you moved in to the new Address: ____ / ____ / ____
- If you did not move in straight away, please tell us the reasons for the delay: _____

Section 4 - About the property you live in (Please answer all questions)

- Have you, your partner or an ex-partner ever owned this property? Please tick (✓)
- **You** No Yes **Your Partner** No Yes
 If “Yes”, when did you sell this property? _____ / _____ / _____
 Reason: _____
 How much did you sell it for? £ _____
- Do you have a joint tenancy agreement with another tenant? Please tick (✓)
 No Yes If 'Yes' please give their name(s) _____
- Do you have to give notice to your landlord when you want to give up the tenancy?
 No Yes If 'Yes' please state how much _____
- Which best describes your home? Please tick (✓)
 Flat Maisonette Bungalow House Bedsit
 Room in a house Other Please say what _____
- If you live in a room, bedsit or flat, what number or letter is it? _____
- If it does not have a flat or number, please state on which floor, your room, bedsit or flat is located Please tick (✓)
 Basement Ground First Second Attic

Please fill in this table about the number of rooms in the house and who uses them

	Living room	Bed room	Bedsit	Kitchen	Bath room	Toilet	Other rooms
The number of these rooms in the building							
The number of these rooms used <u>only</u> by you and your family							
The number of these rooms you share with other people							
The number of other people who share the rooms with you							

Section 5 - About your rent

- How much is your rent? £ _____
- How often is your rent due? Please tick (✓)
 Every month Every week Every two weeks
 Every four weeks Other If “other” please state every _____
- Do you have weeks when you do not have to pay rent? No Yes
 If “Yes”, when are these weeks? _____

- Could you, or any member of your household, afford the rent when you moved in?

Please tick (✓) No Yes

- Do you have a community-care assessment? No Yes

- Do you owe your landlord arrears of rent? No Yes

If “Yes”, at the date of your claim,

How many weeks do you owe? _____

What is the total amount that you owe in rent? _____

- Have you paid any rent in advance (excludes any bond that you may have paid)

No Yes If “Yes”, please provide proof

Please tick (✓) which of the following are included in your rent.

	No	Yes	If “Yes” how much do you pay?
Council Tax			£
Water rates			£
Meals			
- breakfast			£
- lunch			£
- evening meal			£
Heating			£
Lighting			£
Hot water			£
Gas or electricity for cooking			£
Gas or electric for other purposes			£
Cleaning			£
Use of laundry equipment			£
Laundering by your landlord			£
Garage			£
If your garage is included, can you choose whether or not to rent it			£
General counselling & support			£
Emergency call alarm systems			£
Cleaning your rooms & windows (if no-one in your household can do this)			£
Support provided by a warden			£
Other (please state for what)			£

You must send us proof of your rent, such as your rent book, rent receipts or a letter from your landlord. The rent proof must be original documents and show all of the following details:

- Your Landlord’s or Agent’s name and business address
- The date your tenancy started
- The amount of rent you are charged and how often it is due
- What is included in your rent

Failure to do so will delay your claim

Section 6: How we pay your benefit (Please read carefully)

If you are not a Housing Association tenant and your first payment is for more than 4 weeks, the first payment will be made by cheque and sent to you, but this will be payable to your landlord.

If this will cause a problem for you, please tick this box

Please tell us why this will cause a problem for you below

We will not pay your Landlord more than the amount of rent you pay.

If your first payment is for 4 weeks or less, we will write to your Landlord to confirm that your payment has been decided.

Tick this box if you do not want your Landlord to be contacted

After the first payment, we can pay your Housing Benefit in to your bank account every 2 or 4 weeks. Payment in to a bank account is the easiest and safest way to pay benefit. Please give us your account details below.

- **Payments to go into your bank, building society or Girobank account**
(Please note that we can not pay your allowance in to a Post office account)

Name and address of your bank or building society	
Sort Code	
Your account number (8 digits)	
Your building society roll number or Credit Union member number	

- Name of the account holder/holders: _____

If you do not provide your bank details we will pay your Housing Benefit by cheque. You will need a bank account in your name to cash the cheque. If you do not already have a bank account and would like to open one, Leeds Benefits Service can offer advice about opening one.

- How often would you like to be paid? Please tick (✓)
Every 2 weeks Every 4 weeks

• **Section 7 - HOUSING ASSOCIATION TENANTS ONLY**

If you rent your property from a Housing Association, we can pay your benefit straight to them.

In order to this, we need both you and the Housing Association to agree for us to do this by reading and signing the following agreement. This is because we need you both to agree in writing. If you do not both agree, your benefit will be paid directly to you.

THE TENANT

- **Please read the following notes and then sign the agreement at the bottom.**

Please give your name and address below:

- Your name: _____
- Your address: _____

Please pay my Housing Benefit straight to my Housing Association. I understand the following:

- I must always tell you about any changes in circumstances that may affect my benefit.
- If I do not tell you about changes and you pay me too much benefit as a result, I will have to pay back the extra benefit, even if you pay my Housing Benefit straight to my landlord and I may be prosecuted.
- I am responsible for paying my landlord any rent that is not covered by Housing Benefit.
- If you pay my Housing Benefit straight to my landlord, you may keep all, or part, of my benefit to claim back any overpayment you have made to me or my landlord. If the overpayment was related to another tenant's benefit, my landlord must accept the amount taken back as rent paid.

Tenant's Signature: _____ **Date:** _____

The Housing Association

- Please read the following notes and then sign the agreement at the bottom

Please give your name and address below:

- Your name: _____
- Your address: _____

I agree to the following:

- I will accept direct payment of Housing Benefit for this tenant.
- I will tell you immediately if I find out about any changes in my tenant's circumstances.
- If I do not tell you about any changes in my tenant's circumstances, you may withdraw my right to receive direct payments and I may be prosecuted.
- I will make sure that I do not accept payments of Housing Benefit I am not entitled to.
- I may be prosecuted if I accept Housing Benefit payments which I know I am not entitled to.
- I must repay any recoverable overpayment that Leeds Benefits Service decides is recoverable from me though I retain my right of appeal against this decision. You can take the overpayment from payments of Housing Benefit I am receiving for this tenant or any of my tenants. If you take the overpayment from this tenant's or any other tenant's Housing Benefit, I will accept that they have paid the amount you take.
- If I do not pay back overpayments of Housing Benefit that you ask me to, you may withdraw my right to receive direct payments.
- Any tenancy agreement is between me and the tenant. You are not responsible for any rent that Housing Benefit does not cover.

Representatives Name: _____

Signature: _____ **Date:** _____

On behalf of: _____

Section 8 – 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 date your tenancy started.

In these circumstances, we can contact them with your permission.

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

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

- You have claimed or renewed your claim for 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 might be
- How much benefit you will receive and when you will receive it.

We will not give your Landlord any information about:

- Personal circumstances which relate to you and your family
- Your Finances

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 Leeds Benefits Service permission to share information about the progress of my claim with my Landlord or their representatives.

My Landlord/Representatives name is: _____

Your Signature: _____ **Date:** _____

Section 9 – Sharing information with other people

If you have someone who helps you such as a social worker, outreach worker or welfare rights worker, it may help us to deal with your claim more quickly if we are able to share information with them.

Under the Data Protection Act 1998, we need your permission.

If you want to give us permission to share information, please sign below.

I give Leeds Benefits Service permission to share information regarding my claim with my support worker.

My Support Workers name is: _____

Your Signature: _____ **Date:** _____

