



Leeds Revenues & Benefits Service  
Selectapost 15  
Leeds  
LS2 8BA

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LCC.Benefits@leeds.gov.uk

## Change of address form COA2

**Use this form to tell us about a change of address if you are moving into a Council tenancy, or into a property that you own 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 privately rented or Housing Association accommodation, do not use this form. Instead, please tell us about your change of address using Change of Address form COA1, which can be downloaded from [www.Leeds.gov.uk/benefits](http://www.Leeds.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:

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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.Leeds.gov.uk/benefits](http://www.Leeds.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 4 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 a Council tenancy or property that you own

Please complete all sections  
in black ink

Office date stamp

## **Section 1 - Your Details**

Your full name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Your NINO and 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 this was a Council Tenancy, please state the date the tenancy terminated:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## **Section 3 - About your New Address**

Your New Address: \_\_\_\_\_

The date you moved in to the new Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

If this is a Council Tenancy, please state the date the tenancy commenced:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

If you did not move in straight away, please tell us the reasons for the delay:

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