

Leeds Revenues & Benefits Service
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Additional property or land details

You should complete this form if you are making a claim for Housing Benefit or Council Tax Benefit and you own any property or land besides the one you are making your benefit claim for. This includes properties or land in the UK or abroad, and those owned through an application for a mortgage or a loan. If you have an interest in more than one property you will need to complete a separate form for each one.

The benefit rules say that we must take account of any ownership of land and/or buildings, other than the property where you live. To do this we must ask you questions about the tenant, the tenancy, any outstanding debt or mortgage on the property.

If you have any recent papers to show how much the property or land is worth then please send them to us with this completed form. This could be a valuation document or evidence of the sale of the land or property. We will send the papers back to you.

If you cannot send us anything to show how much the property is worth, we may have to arrange for the property to be valued from the outside. This will be done by an independent valuer who will give an opinion regarding the current market value of the property or land. Please make sure that you use this form to tell us anything about the property which may affect its value.

We are sorry that we have to ask such personal information, but we need these details to calculate your benefit entitlement properly. If you choose not to complete the form, we will not be able to work out your benefit claim.

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

If you would like any help or advice, please telephone us on 0113 222 4404 or call into any of the One Stop Centres for assistance.

Please send the completed form to us as soon as possible. However, do not delay completing and returning your benefit claim form because this additional form also needs completing or you may lose out on benefit.

Additional property or land details form

Your name:			
Claim no (if known):		Date:	
Current address: (the address you are living at)			
Postcode:			

Please answer the following questions in relation to the additional land or property that you own.

Additional property or land address:			
Postcode:			

1 What type of property is it? Please tick		
House, bungalow or flat <input type="checkbox"/> How many bedrooms? _____	Shop or warehouse <input type="checkbox"/> _____	Land <input type="checkbox"/> How many acres? _____

2 What is your interest in the property? Please tick		
Freehold <input type="checkbox"/>	Leasehold <input type="checkbox"/> Please provide a copy of the lease	Other <input type="checkbox"/> Please provide details _____

3 Is there a mortgage, secured loan or other charge on the property? No <input type="checkbox"/> Yes <input type="checkbox"/>
If Yes, what is the total value outstanding (including any arrears)? £ _____

4 What is your estimate of the value of the property at the date you are completing this form?
£ _____

5 Has planning permission been granted, or applied for and refused, for any proposed alterations to the property, and are there any legal restrictions on the use of the property?

No Yes

If Yes, please give details

6 Is there anything else that may affect the value of the property? For example, derelict interior, sub standard, shared access, if occupied in whole or in part

Please give details

7 Do you give Leeds Revenues & Benefits Service permission to arrange for the property to be valued by an independent valuer if necessary? Yes No

Remember, the valuation will be carried out from the outside only, in accordance with the Royal Institute of Chartered Surveyors guidelines, so it is important that you give as much information as possible so that an accurate valuation can be obtained.

8 Please provide details of your outgoings for this property and how often they are due.

	Amount payable	Frequency	Who is currently paying this?
Mortgage:	£		
Ground rent:	£		
Council Tax or Business Rates:	£		
Water Rates:	£		
Others:	£		
	£		
	£		

9 Are you taking steps to dispose of this property? No Yes

If Yes, what have you done and when?

10 Is ownership of the property subject to divorce proceedings? No Yes

If Yes, when did you leave the matrimonial home? _____

Please also explain what is the current situation, i.e. agreements, court orders, proposals etc

11 Do you intend to live in the property? No Yes

If Yes, when do you intend to move in, and what has been the reason for the delay?

12 Are there any tenants living in the property or using it for business? No <input type="checkbox"/> Yes <input type="checkbox"/>				
	Tenant 1	Tenant 2	Tenant 3	Tenant 4
Name:				
Amount of rent charged:				
How often is rent due:				
Date tenancy started:				
What type of tenancy:				
If related to your tenant please state relationship: e.g. parent, son, daughter				
If the tenant is elderly, sick or disabled, how old are they and do they receive any welfare benefits?				

If there are more than 4 tenants please use a separate sheet of paper to provide their details

13 Do you jointly own the property with anyone else?	
No <input type="checkbox"/>	skip questions 14 - 26, and sign the form on page 7
Yes <input type="checkbox"/>	continue to question 14

14 Please provide the names of all beneficiaries (joint owners)

15 Please provide the names of all legal owners who are not entitled to a share if the property were to be sold.

16 Did you buy the property?	
Yes <input type="checkbox"/>	Go to question 18
No <input type="checkbox"/>	Continue to question 17

17 How did you come to own the property?

Now please go to question 20

18 What was your original reason for buying the property? i.e. home or investment

19 Did you finance purchase the property yourself? No Yes

Please say how, i.e. savings, loan, mortgage etc

20 What is the property used for at the moment?

21 Would any of the owners be willing and able to buy your share in the property?

No Yes

22 Would any of the owners be willing to sell the property as a whole?

No Yes

23 Are there any agreements between the owners about selling the property if one wanted to sell?

No Go to question 24

Yes Please use the space below to explain this, then go to question 25

If Yes, please explain

Please go to question 25

24 If one of the owners wanted to sell would he or she be likely to take legal action to force a sale?

No Yes

25 Has a share of the property been sold before? No Yes

If Yes, how much was it sold for? £ _____

26 Are there any court orders which affect the way in which the property is sold?

No Yes

If Yes, please give details

Your signature:

Date:

Please complete and return this form to:

Leeds Revenues & Benefits Service,
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Leeds,
LS2 8BA.

Alternatively, you can hand it in at any of the One Stop Centres, or your local housing office.