

Leeds Revenues & Benefits Service
Selectapost 15
Leeds
LS2 8BA

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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
Selectapost 15
Leeds
LS2 8BA

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
Private Tenants**

**Please complete all
sections
and write clearly**

Office date stamp

Section 1 - Your Details

Your full name: _____ Telephone No: _____

Your national insurance number (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: _____ / _____ / _____

The date the tenancy terminated _____ / _____ / _____

Did you give the required notice to your previous landlord? Yes / No

On what date you give this notice? _____ / _____ / _____

What date was your notice to expire?
(i.e. What date was your tenancy due to terminate?) _____ / _____ / _____

What date did you hand the Keys in? _____ / _____ / _____

Did you have to move before your notice period expired? Yes / No

If you answered yes to the previous question, please explain the circumstances

The date you paid your rent up to: _____ / _____ / _____

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

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

No Yes

Your Partner

No Yes

Your children

No Yes

If 'Yes' what is the relationship? _____

Does your landlord live in the property you rent? 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:

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

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 ? 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

	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 new rent

How much is your rent? £ _____

How often is your rent due? Please tick (✓)

Monthly Weekly 2 Weekly 4 Weekly

Other (please say) _____

Do you have weeks when you do not have to pay rent? Please tick (✓)

No Yes If 'Yes' when are these weeks ? _____

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

No Yes

Do you have a community-care assessment? No Yes

Do you owe your Landlord rent arrears? No Yes

If "Yes", how many weeks do you owe? _____

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

Have you paid rent in advance (excludes bonds) 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? 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 direct 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 11 - Declaration (Please read carefully)

I understand the following:

- If I give information that is incorrect or incomplete, you may take court action against me. This may include court action.
- You will use the information I have provided to process my Housing Benefit, Council Tax Benefit or Education Benefits.
- You may check some of the information with other sources within the council, other organisations which handle public funds and other councils.
- You may use any information I have provided in connection with this and any other claim for Welfare Benefits that I have made or may make. You may give some information to other government organisations, if the law allows this.
- I must always tell you about any changes in my circumstances.
- 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.
- I may be prosecuted if I do not tell you about changes in my circumstances

I declare the information I have given on this form is correct and complete.

Your Signature: _____ **Date:** ____/____/____