



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 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.

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

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**
Council Tenants, Owner
Occupiers
**Please complete all
sections and write
clearly**

Office date stamp

Section 1 - Your Details

Your full name: _____ Tel No: _____

Your national insurance number (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: _____ / _____ / _____

The date the tenancy terminated (Council Tenants only): _____ / _____ / _____

Did you give the required notice to the rent office ? 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 5 - 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:** ____ / ____ / ____.