

Payment on Two Homes Housing Benefit



Revenues and Benefits Service

The Deane House
Belvedere Road
Taunton
TA1 1HE

Telephone 01823 356321 / 322
Lines open weekdays 8.30am to 5.00pm

2017

Please read these notes before you fill in the form

This form asks you for information so we can work out if you can get Housing Benefit on two homes at the same time.

We normally only pay Housing Benefit for one home at a time. There are some exceptions to this and you may be able to get benefit for two homes at the same time if:

- You have moved into other rented accommodation because of fear of violence
- You are a student or trainee and you and your partner have to live in separate rented accommodation
- You have a large family and the Council has housed you in two homes
- You have moved to new rented accommodation but you are still paying rent on your old home.

There is more information about these rules on page 6.

Please fill in the form using **black ink**. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

Answer **No** or **Yes** questions by putting a **tick** ✓ in the relevant box. If you are picking an answer from a list of answers, **tick** ✓ the box that applies to you. Do not put a cross in any boxes.

When you have filled in the form, **make sure you read and sign the declaration on page 5.**

Make sure you send us any proof we need.

If you find it difficult to fill in the form, please let us know. You can come to our help desk at The Deane House or telephone the Benefits Advice Team on **01823 356321/322.**

Part 1. About you and your new home

By *partner* we mean someone you are married to, or live with as if you are married. If your relationship is with someone of the same gender, you must still tick **Yes** ✓ to questions about your partner and provide information, even if your relationship has not been recognised as a Civil Partnership.

Do you have a partner who normally lives with you? Yes No

If you have a partner, you must answer all the questions about them

	You	Your partner
Surname or family name	<input type="text"/>	<input type="text"/>
First name(s)	<input type="text"/>	<input type="text"/>
Title (Mr,Mrs,Ms, other)	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Your daytime telephone number	<input type="text"/>	<input type="text"/>

Part 2. About your circumstances

Please tick every box that applies to you

I have left my home because of violence or fear of violence Fill in Part 3

I am one of a student couple and we are living in separate rented accommodation Fill in Part 4

I have a large family and we live in two homes Fill in Part 5

I have moved to a new home which I rent but I still have to pay rent on my old home even though I am not living there Fill in Part 6

Part 3. Violence or fear of violence

Please tell us your home address.

This will be the address you have left because of violence or fear of violence.

Postcode

When did you leave this address?

/ /

When did you decide to leave?

/ /

Tell us why you left your home.

Tell us who is being violent or who threatens to be violent and where.

What is the full address of your new home

Postcode

When did you move into your new address?

/ /

Are you still paying rent on your old home?

Yes

No

Do you intend to return to your old home?

Yes

No

If Yes, when do you intend to return home?

/ /

If No, tell us why you will not return home and the date you made this decision.

Part 4. Students and trainees

Please tell us your home address.

Postcode

When did you move into this address?

/ /

Please tell us the address your partner lives at

Postcode

When did they move into this address?

/ /

Tell us why you and your partner are renting two homes.

Why is it unavoidable?

Tell us what you are studying and where.

We will need to see proof of your course.

Part 5. Large families living in two homes

Please tell us the address of your first home.

Postcode

When did you move into this address?

/ /

Please tell us the address of your second home.

Postcode

When did you move into this address?

/ /

Tell us why your family needs to live in two homes.

Part 6. Overlapping tenancies

Please tell us your old address

Postcode

When did you decide to move from this address?

/ /

When did you actually give notice to your landlord for this address?

/ /

If there was a delay between the date you decided to move from this address and the date you actually gave notice, please tell us why there was a delay.

What was the period of notice needed by your landlord at this address?

We need to see proof of this

Tell us the date your rent charge at this address ends.

We need to see proof of this

When did you move out of this address?

/ /

Please tell us your new address

Postcode

When did you decide to move into this address?

/ /

On what date did you tell the landlord you would accept the tenancy?

/ /

If there was a delay between the date you decided to move into this address and the date you actually accepted the tenancy, please tell us why there was a delay.

When did your new tenancy start?

/ /

When did you move into your new home?

/ /

Part 7. Any other information

Has there been any other change in your circumstances that you have not yet told us about since you last claimed?

No
Yes

[Go to Part 8](#)

You must report changes in your circumstances **immediately** by writing to us, but **telephone the Benefits Advice Team first** on 01823 356321/322. Our dedicated team of Benefits Officers will tell you what we need to reassess your award. Ask us about our 'There and Then' service.

You must tell us if

- any of your children leave school or leave home
- anyone moves into or out of your home, including lodgers and subtenants
- your income or the income of anyone living with you, including benefits, changes
- your capital or savings change
- you or anyone living with you becomes a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison, or changes or leaves a job
- your rent changes
- you or anyone living with you starts work
- you move back into your main home
- you no longer intend to return to your former home

This is not a full list. If you are not sure, ask us for advice. If you do not tell us about changes in your circumstances, you may lose money you are entitled to or you may get too much benefit.

If you need to tell us about a change in your circumstances, give us details on a separate sheet of paper and send it with this form. **If you are sending a separate sheet of paper, tick this box.**

Part 8. Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, they must sign the declaration as well. Read this declaration carefully before you sign and date it.

- I declare the information I have given on this form is correct and complete.
- I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You may check the information I give with other sources as allowed by law.
- I agree to tell the Council's Revenues and Benefits Service immediately, in writing, about any changes that might affect my claim.

Signature of person claiming

Date

Partner's signature

Date

If someone other than the person claiming has filled in this form, please tell us why you are filling in the form for them.

I declare that as far as possible, I have confirmed with the person claiming that the answers written on this form are correct.

Name of the person who filled in the form

Signature of person who filled in the form

Date

Paying Housing Benefit on two homes

Violence or fear of violence

If you are paying rent on two homes and no one is living in your former home, we can pay Housing Benefit for up to a maximum of 52 weeks where:

- You have left your former home because of a fear of actual or threatened violence in that home or by a former member of your family; and
- You intend to return and live in your former home

No violence needs to have occurred when you decide to leave your home – the mere fear of violence is enough.

We cannot pay on two homes if you leave your home through fear of being attacked in the street by neighbours or anyone who was not a former member of your family.

Students or trainees maintaining two homes

If you are a full-time student who is eligible for Housing Benefit or you are on a training course, we can pay Housing Benefit on both your term-time address and the home your partner lives in where it is unavoidable that you and your partner live in separate accommodation.

Large families

If, because of the size of your family, the Council has placed your family in two separate homes, we can pay Housing Benefit on both homes.

Overlapping tenancies

If you leave your former home and move into a new home, but you still have to pay rent for your former home, even though you are not living there, we can pay Housing Benefit on both homes for up to 4 weeks. We can only do this where you could not reasonably have avoided paying rent on both homes.

The most common reason we pay Housing Benefit on two homes under this rule is where a landlord offers a claimant new accommodation and they have to take up the offer at short notice, otherwise the landlord will withdraw their offer.

We can pay you Housing Benefit on both your old and new home for up to a maximum of 4 weeks if:

- You gave notice on your former home as soon as you decided to move; and
- You moved into your new home immediately or in the same week as you had to start paying rent on your new home; and
- You told us immediately you had moved; and
- The tenancy on your former home ends after the start of the tenancy on your new home

Homes vacated for essential repairs

We cannot pay Housing Benefit on two homes where you are paying rent on two homes because essential repairs are taking place in your main home. We can only pay Housing Benefit on either your normal home or your temporary home, but not both.

If you would like this form translated into other languages or in Braille, large print, audiotape or CD, please contact us.