Discretionary Housing Payments Claim Form

<table>
<thead>
<tr>
<th>Housing Benefit claim number</th>
</tr>
</thead>
</table>

Name

Address

1. Why do you need to live at this address in this particular area? Why did you move to this address?

2. Are there any reasons preventing you from moving to other accommodation or another area?
3. If you have children of school age please state where they go to school and, if appropriate, give details of their exam dates.

<table>
<thead>
<tr>
<th>Name of Child</th>
<th>Name &amp; Address of School</th>
<th>Exam Details</th>
<th>Exam Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continue on a separate sheet if necessary.

4. Do you have rent arrears?  
   Yes ☐  No ☐

5. If you have answered ‘Yes’, how much are your rent arrears? £

6. If you do not have rent arrears, how have you made up any shortfall in rent? If you have borrowed money you will need to provide evidence.

7. Has your landlord given you a written notice about your rent arrears or notice to evict you? Please provide evidence to show any action your landlord has taken.
   Yes ☐  No ☐

8. Have you tried to renegotiate your rent?
9. If you are subject to the Spare Room Subsidy Reduction (Bedroom Tax), have you registered for mutual exchange?

Yes ☐       No ☐

10. If no, please explain why.

11. Do you have any additional expenses, for example medical needs, visits etc? Please provide a recent letter from your consultant or other medical professional outlining your condition.

12. Please tell us if you receive help from the probation service, social services, or other support services. Please give us their contact details so that we can talk to them.

13. Detail all the income and capital you have. This includes money in bank accounts, building society accounts, shares, or any other savings. Please provide evidence.
14. How long would you need to receive Discretionary Housing Payments?

2 months ☐ 4 months ☐ 6 months ☐ Other ☐ If other, please give dates below:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

15. Why have you chosen this period?

16. Please tell me in the box on the next page about anything else that you believe will help me to decide if you might qualify for a Discretionary Housing Payment.
Declaration

I have written down all the reasons why I need extra help with my rent or Council Tax. The information I have given is a true record of my financial and personal situation. If my circumstances change I will inform the Benefits Section immediately.

Signed: 

Date: