



Certificate of Rent — Move — LHA

Name

Address

Claim No:

CTAX Account No.

Phone No:

Official Use Only - Please confirm agents name

Priory Estates	<input type="checkbox"/>	Sheens	<input type="checkbox"/>	Cory & Co.	<input type="checkbox"/>	Oakpark	<input type="checkbox"/>
Letting Link	<input type="checkbox"/>	The Letting Shop	<input type="checkbox"/>	KEWA	<input type="checkbox"/>	The April Centre	<input type="checkbox"/>
Countywide	<input type="checkbox"/>	MUD	<input type="checkbox"/>	MOP	<input type="checkbox"/>	Other	<input type="checkbox"/>

For Completion by the Tenant

Are you currently receiving Housing Benefit from this authority?

Yes No

Have any of your circumstances changed since your last claims, apart from your change of address?

Yes No

If 'YES', tell us what has changed

About the Old Property

Old address / the address you are moving / have moved from

Date you moved out

About the New Property

Name(s) of all tenants on your tenancy agreement

Names of all other members of your household who will be living with you in the property

Address of the property (including postcode), you are / have moved into

Amount & Frequency of the Rent

per

Date tenancy begins

(eg. Every week, every calendar month or every four weeks)

Date you move / moved in

Tenancy type

Length of tenancy

Do you want to claim help with your Council Tax?

Yes

No

Have you received a Tending Council Deposit Guarantee for this property?

Yes

No

About the Accommodation

(please fill each box with appropriate number)

	Living Rooms	Bedrooms	Bedsit Rooms	Kitchens	Bathrooms	Toilets	Other
Number of rooms in the property	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of rooms used by your family	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of rooms you share with others who are not members of your family	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are any services included in the rent?

Yes

No

Examples of services would be water rates, heating charges etc.

Are meals included in the rent?

Yes

No

If room only, please give location. ie second floor / rear of building

Are you in arrears with your rent?

Yes

No

If 'Yes', how much do you owe?

£

Are you, your partner or any of the children related to your landlord or your landlord's partner?

Yes

No

If 'Yes', how are you related?

Have you ever owned the property you are renting?

Yes

No

Name, Address and phone number of landlord or of Landlords Agent

Do you want to give us permission to discuss your claim with your landlord or their agent?

Yes

No

Is there any information you do not give us permission to discuss (such as your personal, household or financial circumstances)?

The government say that your Housing Benefit should be paid direct to you. You will normally be paid every month straight into your bank account. Please give us the details of the bank account that you want your benefit paid into.

Name of the account

Account Number

Bank Sort Code

 — —

If this is not your account, what is your relationship to the account holder?

If you are not able to open a bank account or feel that, for some other reason, you would not be able to manage paying your rent to your landlord, please use the box below to tell us why. We may contact you about this for further details so please tell us your phone number.

Phone Number

Details

I declare that the information given is true and complete

Signed _____

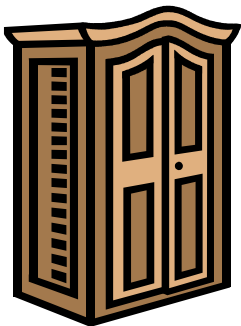
Date _____

THE TENDRING FURNITURE SCHEME

HELPING PEOPLE & THE ENVIRONMENT

Open to the General
Public

Excellent furniture at
affordable prices



Up to **50%**
discount for Benefit
Claimants



Delivery available
throughout Tendring

Clean furniture required -
no charge for collection

- The Tendring Furniture Scheme is a charity that collects donated furniture items to pass onto people on very low income.
- Over the course of a year we collect approximately 1500 items of furniture to pass onto individuals and families who need that little bit of extra help.

If you would like to donate an item or request one please contact us on:

Tel: **01255 476068** or

Email: **tendring.furniturescheme@virgin.net**

Or visit us at: **Rocket House**
43 Stephenson Road
Clacton on Sea
CO15 4XA



Open Monday to Friday
10.00am — 4.00pm

www.tendringfurniture.org.uk

To support your tenants claim for help with their rent, please complete this form. We will not be able to process their application until we have received this information from you.

If your tenant is attending a new claim appointment the attached form needs to be brought to that interview

Government legislation requires all Housing Benefit to be paid direct to your tenant. We can only pay benefit direct to you in the following exceptional cases:

- Your tenant is vulnerable and unable to manage their finances
- Your tenant is in arrears with their rent of 8 weeks or more (we may consider direct landlord payments earlier than this if we consider there to be a real risk that the Housing benefit will not be paid on to you).
- Your tenant has a history of bad debt

The full policy can be found on the Councils Website www.tendringdc.gov.uk. Click on the link to Benefits and scroll down until you find Direct Payments Policy. If you wish, you can download a direct payments application form. Alternatively you can apply in writing. We will need to see evidence to support your application. Your tenant should get a letter as appropriate from their support organisation, GP or Social Worker.



THE APRIL CENTRE

Effective Help for Homeless & Those in Priority Need

We are an independent organisation made up of paid staff

We focus on individuals who are homeless and need help in finding a new home

Support adults in the community who have a variety of needs

Offer a variety of services all orientated on finding these people somewhere to live

We help with benefits, housing, dealing with the authorities and emotional and practical support

We will make a difference by what we offer

- **Access to affordable accommodation**
- **Access to Advice & Guidance**
- **Access to instant support**
- **A letting service for landlords**



Email: theaprilcentre@hotmail.com

Tel: 01206 500 509