

Housing Benefit on Two Homes Form

In order that we can deal with your enquiry quickly and fully, please provide as much information as you can. Failure to provide all of the information requested may result in a delay and we may need to contact you again for more information.

Please note this is only applicable to customers claiming Housing Benefit and does not apply if you are claiming Universal Credit.

Information about your previous address

Claimant name:	
Previous address:	
Date tenancy ended:	
Landlord name and address:	
How much notice do you legally have to give your old landlord:	
If you are responsible for paying rent at your previous address until the end of your notice period, what date will this expire:	
I have enclosed evidence to show the notice period given by my landlord:	Yes/No <i>If you do not include evidence of this, it may affect your claim</i>

Information about your new address

Claimant name (if different from above):	
New address:	
Landlord name and address:	
Date tenancy started:	
I have enclosed evidence to show the start date of my new tenancy:	Yes/No <i>If you do not include evidence of this, it may affect your claim</i>

I have moved to this address because (please tick relevant option below):

- I was over-crowded
- I have moved to sheltered housing
- I moved to be near relatives to provide/receive support
- I have disability/mobility needs
- Other, please tell us:

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Declaration

Please read this Declaration carefully before you sign and date it.

- I declare that, to the best of my knowledge, the information given on this form is true and correct.
- I understand that it is an offence to knowingly make a false declaration.
- I understand that enquiries may be made to verify the information provided.
- I understand that East Lothian Council has a duty to protect the public funds it administers and may use the information I have provided for the prevention and detection of fraud and recovery of debt. It may also share this information within the authority or with other bodies responsible for auditing or administering public funds.
- I understand that East Lothian Council may use the personal data I have provided for the purposes associated with the delivery of financial support services. I understand that personal data will be retained in line with East Lothian Council's retention policies.
- If awarded Housing Benefit and/or Council Tax Reduction, I will inform the Financial Support team of any change in circumstances which may affect my claim.

Signature of claimant:		Date:	
Phone number:		Email address:	

To find out more about how we may use the information you provide for financial support services, please see our Privacy Notice at www.eastlothian.gov.uk/privacyfs.

For further information, please visit our website www.eastlothian.gov.uk/datasharing or contact Data Protection Officer, East Lothian Council, John Muir House, Haddington, EH41 3HA. Email: dpo@eastlothian.gov.uk.