|  |
| --- |
| **Cyngor Sir CEREDIGION County Council** |
|  |
| Housing Benefit Section, Finance and Procurement,  Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr, Aberystwyth, Ceredigion. SY23 3UE |



**Application for Discretionary Housing Payment for**

**Moving Expenses, Rent in Advance and Deposits**

Discretionary Housing Payment (DHP) is only available to people who are already getting some Housing Benefit or have the Housing Element included in their award of Universal Credit (UC).

You should only be applying for a DHP if you are unable to get the money from any other source e.g. borrowing from family, Credit Union etc., budgeting loan, savings, expecting a rent in advance/deposit back from a previous property etc.

DHP is not a benefit payment and cannot be guaranteed.

.

If you are successful in this application, you will not normally be considered for any further DHP for moving expenses, rent in advance or deposits in the future.

Normally an application for DHP for moving expenses will not be successful if:

* your current home is suitable for your requirements
* you have no exceptional circumstances for moving
* it is obvious that the new property will be unaffordable and could lead to future eviction/homelessness.

You will need to check how much Housing Benefit or UC Housing Element you would be entitled to at the new property, as there are certain restrictions in place that could limit the amount that could be paid to you. Please contact the Housing Benefit section or the Department for Work and Pensions (if you are getting Universal Credit) who will be able to give you this information.

If you are applying for assistance for rent in advance or a deposit, the payments can only be paid directly to the new landlord or agent. Your new landlord/agent will have to sign an agreement in **Part C** of this form.

**Housing Benefit claimants:**

Normally payments of Housing Benefit for privately rented accommodation are paid directly to the tenant every fortnight in arrears and not to landlords/agents.

What to do before applying for assistance for rent in advance or a deposit:

* Ask your new landlord/agent if they would consider waiving the requirement for a deposit or rent in advance on the provision that Ceredigion County Council would agree to direct payments of Housing Benefit to them as landlord or agent payable four-weekly in arrears. There are notes for the landlord in Part C of this form.

**If your landlord/agent agrees to this waiver and you no longer need to ask us for assistance with a deposit or rent in advance** you only need to complete **Part A** of this form and sign the declaration and ask your new landlord/agent to complete **Part C** of this form.

**If your landlord/agent DOES NOT agree to this waiver** then please complete **Part A and B** and ask your new landlord/agent to complete **Part C.**

**Universal Credit claimants:**

If you are receiving the Housing Element of Universal Creditthen you will need to complete **Part A and B** and ask your new landlord to complete **Part C**.

For advice or assistance with this form you can contact **01970 633252**

The form should be returned to the address at the top of this leaflet.

**PART A**

1. Your Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
|  |  | | |
| Current Address: |  | | |
|  |  | | |
| Date of Birth: |  | Reference /  NI Number: |  |
|  |  | | |
| Telephone Number: |  | Email Address: |  |

|  |  |
| --- | --- |
| 2. Address of new property? |  |

3. Who will be living with you at your new address?

|  |  |  |
| --- | --- | --- |
| Name | Relationship | Date of Birth |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4. How many bedrooms are in the new property? | | | | | | | |  | | | | | |
|  | | | | | | | |  | | | | | |
| 5. When do you expect your new tenancy to begin? | | | | | | | |  | | | | | |
|  | | | | | | | |  | | | | | |
| 6. How much is the rent for your new property and how often is it paid (please tick )? | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Amount | £ | | | Weekly |  | Monthly | | |  | Four Weekly | | |  |
|  | | | | | | | |  | | | | | |
| 7. Can you afford the difference between your Housing Benefit / UC Housing Element and the rent charge at the new property? If Yes, how; and if No why you are moving. Enter details in the space below. | | | | | | | | | | | | | |
| Yes | |  | No | | |  | No difference | | | |  |  | |
|  | | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | |

**PART B**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 8. How much are you asking for? | | |  | | | |
|  | | |  | | | |
| 9. What expense are you asking for help with? | | |  | | | |
|  | | |  | | | |
| 10. What date do you need the money by? | | |  | | | |
|  | | |  | | | |
| 11. Have you asked any other organisation for help with this expense?  If Yes, who did you ask and what was the outcome. If No, why not?  Please enter your answer below. | | | | | Yes |  |
|  |  |
| No |  |
|  | | | | |  | |
|  | | | | | | |
|  | | |  | | | |
| 12. Contact Details for your new landlord / agent. **You must provide your Landlord / Agents Telephone Number** | | | | | | |
|  | | | | | | |
| Landlord/Agent Name: |  | | | | | |
|  |  |  | |  | | |
| Landlord/Agent Address: |  | | | | | |
|  |  |  | |  | | |
| Landlord/Agent Phone No: |  | | | | | |
|  | | | | | | |
| Landlord/Agent Email: |  | | | | | |
|  | | | | | | |
| 13. Why do you need to move properties? If you are applying for help with removal costs we will require at least 3 quotations. These quotations can include any personal van hire you may be considering. Please provide details below. | | | | | | |
|  | | | | | | |
|  | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 14. Did you pay a deposit, bond or rent in advance for the property you are leaving? | | | | | | | | | | | | | | |
|  | | | | | | | | |  | | | | | |
| Yes |  | Please answer below | | | | | | No |  | | Go to question 15 | | | |
|  | | | | | | | | |  | | | | | |
| How much did you pay? | | | | | | | £ | | | | | | | |
|  | | | | | | | | | | | | | | |
| Are you expecting to get this back? | | | | Yes |  | When? |  | | | | | | | |
|  |  |  |  | | | | | | | |
| No |  | Why Not? |  | | | | | | | |
|  | | | | | | | | |  | | | | | |
| 15. Are you being evicted from your current address? | | | | | | | | | Yes | | |  | No |  |
| If Yes please provide your eviction notice | | | | | | | | | | | | | | |
|  | | | | | | | | |  | | |  |  |  |
| 16. Do you have any Bank/Building Society or Post Office accounts whether there is any money in them or not.  **You need to provide the last two months statements for all accounts** | | | | | | | | | Yes | | |  | No |  |
|  | | | | | |
|  | | | | | | | | |  | | | | | |
| **Declaration**  I confirm that the information I have given on this application is true.  I understand that:   * If I am in receipt of Housing Benefit, and the new landlord/agent agrees to waive the deposit/rent in advance, that payments of Housing Benefit will always be paid to the landlord/agent and I cannot request payments to be made direct to myself * If I give information which is incorrect on this form I may be prosecuted and may have to repay any Discretionary Housing Payments to which I am not entitled * If I fail to answer all questions on this form or fail to provide any supporting evidence requested my application may be refused * I authorise the council to verify, cross check and make necessary enquiries about the information given on this form | | | | | | | | | | | | | | |
| Claimant’s Signature: | | |  | | | | | Date: | |  | | | | |
|  | |  | | | | |
|  | | |  | | | | |  | |  | | | | |
| Name of person completing the form on your behalf: | | |  | | | | | Date: | |  | | | | |
|  | |  | | | | |
|  | | |  | | | | |  | |  | | | | |
| Reason for completing the form and relationship to claimant: | | |  | | | | | | | | | | | |

**PART C Landlord/Agent Agreement**

|  |  |
| --- | --- |
| **Did you know?** By law if you take a deposit/bond from your tenant on an Assured Shorthold Tenancy agreement, you must protect that deposit with a government-authorised tenancy deposit protection scheme, within 30 days of receiving it.  **If assistance is given to the tenant towards a deposit/bond you may be requested to confirm the Tenancy Deposit Protection Scheme deposit ID to Ceredigion County Council.**  For further information please visit [www.gov.uk/tenancy-deposit-protection](http://www.gov.uk/tenancy-deposit-protection) | |
|  | Please tick to confirm you have read and understood the above legal requirement. |

Funds for assisting tenants with help towards a rent in advance or deposit are limited and applications for assistance cannot be guaranteed.

If your new tenant will be applying for Housing Benefit please go to question 1 below. If they will be applying for the Housing Element of Universal Credit then please go straight to question 2.

1. Payments of Housing Benefit are normally paid directly to the tenant every fortnight in arrears and are not normally paid to direct to landlords/agents. If Ceredigion County Council agreed to make Housing Benefit payments directly to you as landlord/agent would you be willing to waive the requirement for a deposit or rent in advance? Please note that payments made directly to landlords can only be made four weekly in arrears.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | Please go straight to Declaration. | No |  | Please go to question 2 |

1. If the new tenant is successful for assistance with a deposit or rent in advance we will only pay this money directly to the landlord/agent. This is only possible where you agree to repay any money paid to you if for some reason the tenant does not take on the property or occupy the property. If you do not agree their application will be refused.

Do you agree to repay any amount paid to you by Ceredigion County Council for a deposit or rent in advance if the tenant does not take on the tenancy or does not move in?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  |  | No |  |  |

Please read Part A and question 12 on this form, which have been completed by the tenant, to ensure these details are correct. Then please complete the BACS form on the next page.

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration:** I confirm that as landlord/agent of the proposed new property I have read Part A and question 12 and confirm the details given on this application are true.  I understand that:   * If I give information which is incorrect on this form that I may be prosecuted and may have to repay any Discretionary Housing Payment to which the tenant is not entitled to where payments have been made directly to myself. * I authorise the council to verify, cross check and make necessary enquiries about the information given on this form. | | | |
| Signature: |  | Date: |  |
|  | |  | |
| Print Name: |  | Telephone No: |  |

**Request for payment of Discretionary Housing Payment to be paid into a Landlord’s (or Landlord’s Agent) Bank / Building Society account via BACS.**

If you already receive benefit payments for other tenant(s) we will make ALL payments into one bank account. The details you give must be the bank details you want ALL payment to be paid into.

Please make payments of Housing Benefit/Discretionary Housing Payment direct to my Bank/Building Society account via BACS as detailed below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bank/Building Society Name: |  | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | |
| Bank/Building Society Address: |  | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | |
| Names as they appear on the account: |  | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | |
| Branch Sort code: |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | | | | | | | | | | | | |
| Account Number: |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | | | | | | | | | | | | |
| Building Society account/roll number: |  |  |  |  |  |  |  |  |  |  |  |  |  |

Please Note that payments by this method will be delayed if ALL the above details are not provided

Unsigned requests will be returned

Please state capacity if signing on behalf of a company/organisation

|  |  |
| --- | --- |
| Signature(s): |  |
|  |  |
| Capacity (if applicable): |  |
|  |  |
| Date: |  |