

LEICESTERSHIRE

— Choice based lettings —

Change of Address Form

Home Seeker number:

Name of Main Home Seeker

Phone number(s):

New Address Details

New Address:

Date moved in:

Phone number (s):

Postcode:

About your home

Which one of the following best describes your situation? (please tick one box)

Renting from a council or housing association in the Leicestershire area
Please give the name of the council or housing association :

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Renting from a council or housing association in Leicester City or outside Leicestershire

Owner occupier

Privately renting

Living with family

Staying with friends

Residential home

Living in a hostel

Temporary accommodation provided by the council

In prison

In hospital

Tied home or renting with job

In armed forces accommodation

Completely homeless

Other (please give details below)

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Landlord Details

If you rent from a landlord what is their name and contact details?

Address:

	Postcode:
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Phone number (s):

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Email Address:

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We will contact your landlord to check whether your rent payments are up to date. If you do not want us to contact your landlord, you will need to give us a reason and provide evidence of your rent payments over the last six months.

Rent/Mortgage details

How much is your monthly rent or mortgage?

£		Per month
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Do you owe any rent or mortgage arrears?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If **Yes**, how much do you owe?

£	
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Property details

What sort of property do you currently live in? Please tick

<input type="checkbox"/> Bungalow	<input type="checkbox"/> House	<input type="checkbox"/> Boat
<input type="checkbox"/> Room in a shared house	<input type="checkbox"/> Sheltered housing	<input type="checkbox"/> Hostel
<input type="checkbox"/> Flat	<input type="checkbox"/> Mobile home	<input type="checkbox"/> Bedsit/studio flat
<input type="checkbox"/> Maisonette	<input type="checkbox"/> Caravan	<input type="checkbox"/> Other (please give details below)

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If you live in a flat, maisonette or room, what floor level is it on?

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Is there a lift?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Does your current home have the following facilities? (please tick)

Bathroom

Kitchen

Inside toilet

Hot water

Heating system

Household details

Please name the people who sleep in each room used as a bedroom, including people who are not part of your household or family.

Bedroom 1	
Bedroom 2	
Bedroom 3	
Bedroom 4	
Lounge	
Any other room used as a bedroom	

Repair issues

Do any of the following problems affect your home? (please tick)

Leaking roof

Dampness

Lack of drainage

Structural problems

Poor ventilation or natural light

Badly rotting windows, doors, floors etc

Dangerous electrical wiring

Other problem (please give details below)
Please note: We may need to visit to inspect the problem.

Proofs Needed

Before sending this form, please ensure you have included the following proofs where applicable. Your application will be suspended until we receive all the relevant proofs.

Proofs needed:

- Tenancy agreement
- Letter from the person you are lodging with
- Proof of residency (i.e. an official letter addressed to you at the above address)
- Rent account statement
- If there are rent arrears on your account, proof that a payment plan is in place to clear them.

Declaration

Where there are joint home seekers, both must sign. Before signing, please check that you have completed all the sections of the form that apply to you.

1. General

I confirm that the details I have given on this form are true and that I will tell you immediately about any changes in my circumstances. I understand that if I give any false information, my registration may be refused, any offers of tenancy may be withdrawn, or I may lose any tenancy I am granted.

2. Status Checks

I understand that you will make all the necessary checks relating to this registration. This may include references and a credit check as well as confirmation of my address and previous housing debts. I agree to these checks being made. Without this consent your application will not be processed.

3. Data protection

Your personal data is under the control of the Data Protection Officer at the Council holding your application details. If you want to know what personal information we hold about you, please write to the Data Protection Officer at the council's main office. We will use the information you give us to process your

housing application to try and provide you with housing. If you are a tenant, we may also use it for housing management

purposes. We may exchange your information with other social housing organisations where necessary to assess this application. We may also share your information with statutory and voluntary bodies.

4. Fraud prevention

The local authorities in this partnership are under a duty to protect the public funds they administer and are required under Section 6 of the Audit Commission Act 1998 to participate in national data matching exercises. These include the matching of data in respect of housing rents. To this end each authority may use the information held in respect of tenancy details within that authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

I have read and understood the information above and give permission for any enquiries to be made that may be necessary to assess my housing application and to share information with other organisations for this purpose.

<p>Main home seeker signature</p> <p>Please print name</p> <p>Date</p>
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<p>Joint home seeker signature</p> <p>Please print name</p> <p>Date</p>

Important, Please Read:

If you are offered a tenancy you will need to provide up to date proofs of your circumstances at that time. You will need to provide recent official documents showing your address, your income, your saving and any other factor relevant to your banding. The offer will be withdrawn if you cannot provide these proofs or if they show a change that might affect you eligibility or band. I would therefore advise that you always keep your most recent bank statements, wage slips, benefit letters etc. so that they are available when required.