

LEICESTERSHIRE

— Choice based lettings —

Change of Circumstances Form

Home Seeker number:

Name of Main Home Seeker

Phone number(s):

Please indicate below how your circumstances have changed and then fill in the relevant section:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I am pregnant (Section 1) |
| <input type="checkbox"/> | I would like to add another person to my application (Section 2) |
| <input type="checkbox"/> | I would like to remove a person from my application (Section 3) |
| <input type="checkbox"/> | My contact details have changed (Section 4) |
| <input type="checkbox"/> | There has been a change to my income (Section 5) |
| <input type="checkbox"/> | I would like to be removed from the register (Section 6) |
| <input type="checkbox"/> | Other, please give details below |

Please fill in the relevant section(s) on the following pages

Section 1 – Pregnancy

Name of expectant mother:

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EDD

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Proof needed:

- Letter from the hospital or any other official document clearly showing the EDD

Section 2 - Adding a person to your application

Name:

	DOB:
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Address (if different to address of the main homeseeker):

	Postcode:
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Relationship to main homeseeker:

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Time at this address:

From:	To:
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1st Previous Address:

	Type of Tenure: (Tenant, Lodger etc)
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Time at this address:

From:	To:
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2nd Previous Address:

	Type of Tenure: (Tenant, Lodger etc)
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Time at this address:

From:	To:
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3rd Previous Address:

	Type of Tenure: (Tenant, Lodger etc)
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Time at this address:

From:	To:
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Please note, we will need the person’s address history for the last 6 years. Please continue on a separate piece of paper if needed

Proofs needed:

- ID – e.g. Passport, birth certificate
- Proof of residency (i.e. an official letter addressed to your present address, if applicable)
- Proof of income if applicable.

Section 3 - Removing a person from your application

Name:

Relationship to
main homeseeker:

Reason for removal:

Signed:
(please sign to
confirm you wish to be removed – if this is applicable)

Section 4 – Change of contact details

Name:

New Phone
number(s):

New Email address:

Section 5 – Change of Income / Savings

Name:

Details of change to
income / savings:

Proofs needed:

- Copy of bank statement showing the payments
- Payslips, if applicable

Section 6– Removal from the register

Please sign to confirm you would no longer like to be on our register

Signed:

Please print name:

Date:

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.

