



Richmondshire Benefit Section - Mercury House, Station Road,
 Richmond, North Yorkshire DL10 4JX tel: 01748 829100
 email: benefits@richmondshire.gov.uk www.richmondshire.gov.uk

CHANGE OF ADDRESS – HOUSING ASSOCIATION AND COUNCIL TENANTS

Your Name	Claim number

Old Address	
	Postcode

New Address	
	Postcode
Telephone home number	
Mobile number	
Email address	

Name of new landlord

Address of new landlord	
	Postcode
Telephone number	

Would you like to claim Council Tax Reduction?
 Yes No

How many bedrooms in property?

My new tenancy commences on

My old tenancy ended on

I will move in/I have moved in on
(please delete as appropriate)

If you previously asked the Council to pay Housing Benefit to your landlord, do you wish this method of payment to continue?

Yes No

If you previously gave the Council permission to share information with your landlord, do you wish this permission to continue?

Yes No

Payment details

All payments will be made by BACS into your bank account/landlords bank account

Do you want payments to be sent to You Your Landlord

Name of bank or building society

Bank or building society sort code

Account name

Bank or building society account number

Bank or building society account roll number

I declare the information I have given on this form is correct and complete

Your signature

Date

 / /

Please send us proof of your new rent. This can be either of the following (*please tick*)

Tenancy agreement Rent book or rent account along with letter from your landlord

It must include the following:

- The date the agreement started
- The amount you pay
- How long the tenancy will last
- How often you pay the rent, for example, every week, two weeks, four weeks or month
- The name and business address of your landlord and of the managing agent
- What is included in the rent, for example, meals, gas and electricity
- Details of rent already paid and the date of payment

This information is available in alternative formats and languages