



Information Pro-forma for Discretionary Housing Payments

Name:-

Address:-

Claim Reference:-

1. About your current property:-

When did you move into this property:- ____/____/____

If you have moved in the past 12 months, please confirm your previous address and why you have moved:-

Were you previously able to afford the rent prior to claiming housing benefit? YES / NO

If Yes please give details of how you were able to afford the rent:- e.g. Working

Have you asked the landlord to reduce your rent? YES / NO

What was the outcome:-

When does your tenancy expire? ____/____/____

Have you considered cheaper alternative accommodation? YES / NO

Please confirm what steps you have taken to look for cheaper alternative accommodation:-

Stratford on Avon District Council

Revenues & Housing, Elizabeth House, Church Street, Stratford-upon-Avon, Warwickshire. CV37 6HX

Telephone 01789 260991

Fax 01789 260969

Website: www.stratford.gov.uk

2. Personal Circumstances:-

Have you or a member of your household any health issues which means that you need to live at this property?

YES / NO

Please give details:-

Has the property been adapted in any way to meet the needs of a household member? YES / NO

Please give details:-

If you are not given Discretionary Housing Payments how will this affect the health of these people?

Are there any other circumstances that you consider the Council should consider as to why you need to live in this property and are unable to move to a cheaper alternative property?

3 Financial Information:-

Please give details of your income:-

Income	Amount	How Often
Your Wages after Tax and National Insurance		
Your Partner's Wages after Tax and National Insurance		
Self Employed Earnings		
State-paid Benefits (please give details)		
Pension Credit		
Occupational or Works Pensions		
Child Tax Credit		
Working Tax Credit		
Child Benefit		
Maintenance		
Other Income (please give details)		

Outgoings	Amount	How Often
Mortgage or Rent		
Gas		
Electricity		
Other Fuel Bills		
Water Rates		
Council Tax		
Food including School meals		
Clothing		
Insurance		
Maintenance Payments made		
Phone		
Travelling Expenses		
TV Licence / Rental		
Pension Contributions		
Fines		
Other Outgoings (please give details)		
Deductions from any state-paid benefits (please give details)		

How much Discretionary Housing Payment are you claiming for?

Please use the space below to tell us how a shortfall in your housing costs is affecting your household and any additional information that you consider the Council should be aware of in support of you application:-

DECLARATION

Please read this declaration carefully before you sign.

- If I give information that is incorrect or incomplete, you may take action against me.
- You may use the information I have provided to check with other sources within the Council, Rent Service and other Councils.
- You may use the information provided in connection with this and any other claim for Social Security benefits and may give this information to other government organisations, subject to the law allowing this.
- I will advise you of any changes to my circumstances that effect my claim immediately.

Signature:-

Date:-