

# Application for Discretionary Housing Payments for Moving Expenses

Mae'r ffurflen hon ar gael yn Gymraeg o Ganolfan Ddinesig  
**This form is also available in large print from the Civic Centre**

<b>1. Your Full Name and Address</b>		<b>FOR OFFICE USE ONLY</b>
Name: _____	Date we received this form (stamp)	Claim No:
Address: _____		
Postcode: _____		
Date of Birth: _____ / ____ / ____		
National Insurance Number: _____		

**2. Contact Details**

It may help us to process your application quicker if you give us your contact details here:

Daytime Number:  Mobile Number:

Email address:

Discretionary Housing Payments (DHPs) are made from a separate fund with a limited budget and are awarded as a short term measure to help claimants in extremely difficult circumstances. DHPs are only available to people who are already getting some Housing Benefit or Universal Credit (UC) which includes housing costs towards your rental liability.

You should only be applying for a DHP if you are unable to get the money from another source e.g Swansea Bond Board, bank overdraft, credit card, loans, borrowing from family 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 in future.

Normally an application for DHP for moving expenses will not be successful if your current home is suitable for your requirements and you have no exceptional circumstances for moving or if it is obvious that the new property will be unaffordable and could lead to future eviction/homelessness.

If you receive Housing Benefit you should contact the Benefit Section to enquire how much Housing Benefit you would receive at your new address before you make your application for DHP. There are certain restrictions in place which could limit the amount that could be paid to you which will affect whether you can afford the new property.

Unfortunately we will not be able to give you any advice on the amount of help you will receive towards your rent If you receive Universal Credit as this will be paid to you by The Department for Work and Pensions.

For advice or assistance with this form you can contact ☎ **01792 635885**

This form should be returned to:

 **Benefit Section, Civic Centre, Oystermouth Road, Swansea, SA1 3SN**

Croesewir gohebiaeth yn y Gymraeg. Caiff unrhyw ohebiaeth a dderbynnir yn Gymraeg ei hateb yn y Gymraeg ac ni fydd hyn yn arwain at oedi.

We welcome correspondence in Welsh. Correspondence received in Welsh will be answered in Welsh and this will not lead to a delay.

### 3. Your money

**Do you have any accounts** ie bank account / building society account / Post Office accounts or other investments? Yes  No

If Yes you **MUST** provide the last two months statements for all your accounts before your claim can be considered. If you do not have any accounts please confirm how your DWP benefits are paid to you.

Are you entitled to Universal Credit (UC) which includes housing costs towards your rental liability? Yes  No

**If Yes** you will need to provide the letter you have received from the Department for Work and Pensions which shows how your UC entitlement has been worked out.

You do not need to complete section 4 of this form.

**If you do not receive Universal Credit** go to section 4.

### 4. Waiving the bond or rent in advance.

Normally, payments of Housing Benefit for private rented accommodation are paid directly to the tenant every fortnight in arrears and not to Landlords or Agents.

However, the Authority is able to agree to direct payments to your Landlord or Agent if they would consider waiving the requirement for a bond or rent in advance.

You must discuss this with your new Landlord or his agent before submitting this form.

Have you asked your new Landlord / Agent about waiving the bond or rent in advance?

Yes  What was the result?

Please provide a letter from your Landlord or Agent to confirm the result.

No  Why not?

If you tick 'No' your DHP request may be refused.

### 5. Address of NEW property

Who will be living with you at your new address

Name	Relationship	Date of birth

How many bedrooms are in the new property?

How many bedrooms do you and your family use?

Is any part of your accommodation shared with anyone other than your family?  Yes  No

When do you expect the new tenancy to begin?  /  /

How much is the rent for the new property? £

How often is it paid? Please tick  Weekly  Monthly  4 Weekly

With the amount of Housing Benefit or Universal Credit you will receive, can you afford to pay the rent due at the new address?  Yes  No

If yes, how?

## 6. What expenses are you asking for help with?

Please detail what the costs cover and provide supporting evidence.

If you are asking for help with moving costs you **MUST provide 3 written quotes** which include the address you are moving from and to.

Amount	Type

DHP to cover the cost of rent in advance or a bond will be paid direct to your new landlord.

DHP to cover the cost of moving expenses will be paid to you.

If you have a bank account please complete the bacs form on page 6.

## 7. Have you asked any other organisations for help with this expense?

Yes  Who have you asked and what was the outcome?


No  Why not?


## 8. Contact details for new Landlord / Agent (if relevant)

Landlord name:

Agent name:

Address:

Address:

Landlord tel: \*

Agent tel: \*

\*You must provide your Landlord / Agents telephone number.

Do you agree for this claim to be discussed with your new Landlord or Agent? Yes  No

If you tick 'No' we may not be able to obtain the information needed to decide your DHP claim.

## 9. Why do you need to move properties?

You must give your reason or your claim will be refused


**10. Did you pay a bond for the address you are leaving?** Yes  No

If no go to question 11.

If yes please confirm: a) How much did you pay?

£

b) Are you expecting to get this bond back?

Yes  If yes, when?  /  /

No  If no, why not?

**11. Are you being evicted from your current address?** Yes  No

If yes please provide your eviction notice.

## 12. Your Privacy

**Swansea Council is the data controller for the personal information you provide on this form. Your information will be used in the exercise of our official authority and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law. This is explained in more detail online at [www.swansea.gov.uk/RevsandBenspersonalinfo](http://www.swansea.gov.uk/RevsandBenspersonalinfo).**

**Data protection law describes the legal basis for our processing your data as necessary for the performance of a public task. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate privacy notice at [www.swansea.gov.uk/privacynotice](http://www.swansea.gov.uk/privacynotice).**

## 13. Declaration for Claimant

**Please read this declaration carefully before you sign and date it. I declare:**

- If the new landlord / agent agrees to waive the bond / rent in advance, payments of Housing Benefit will be paid to the landlord / agent.
- I will have to repay any Discretionary Housing Payment to which I am not entitled.
- That the information I have given on this form is correct and complete to the best of my knowledge.
- If I have been unable to answer a question because I am waiting for information, I have noted this on the form and will send the details to you when I receive them.
- I understand the Council will make any necessary enquiries to verify the information on this form.
- I understand the Council will verify, cross check and make necessary enquiries about the information given on this form.
- I understand that I may be required to submit further personal information in support of my claim, this information will be subject to the same rules of privacy contained in "Your Privacy".
- I understand that if I give information that is incorrect or incomplete or fail to report, promptly or otherwise, any changes which might affect my Discretionary Housing Payment I may be prosecuted.
- I understand that the Council will use the information and evidence I have provided to assess my Discretionary Housing Payment and these details can also be used for any local reduction, service or benefit that the Council administers. The Council may give information to other government organisations or external bodies, if the law allows this.
- I have read and understood the section "Your Privacy"
- I have read and understood this declaration.

Your signature:

Date:  /  /

## 15. Landlord / Agent Agreement

**Did you know?** By law if you take a deposit / bond from your tenant on an Assured short hold Tenancy agreement, you must protect that deposit with a government-authorized 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 the City & County of Swansea.**

For further information on these schemes please visit [www.gov.uk/tenancy-deposit-protection](http://www.gov.uk/tenancy-deposit-protection).

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

If your new tenant will be applying for Housing Benefit to assist them with their rent payments for your property we will normally pay Housing Benefit **direct to the tenant every fortnight in arrears**. Payments are not normally paid direct to Landlords / Agents.

If your tenant is in receipt of Universal Credit they will receive help for their rent direct from the Department for Work and Pensions. Payments are not normally paid direct to Landlords / Agents.

i) If the City and County of Swansea would agree to making Housing Benefit payments direct to yourself as Landlord / Agent, instead of the tenant, would you be willing to waive the requirement:-

For a bond Yes  No

For rent in advance Yes  No

ii) If the new tenant is successful in their application for moving expenses such as a bond we will only pay this money direct 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 tenancy or fails to occupy the property. If you do not agree their application will be refused.

Do you agree to repay any amount paid to you by the City and County of Swansea for rent in advance or a bond if the tenant does not take on the tenancy or does not move in?

Yes  No

**You must read the details in sections 4, 5 and 8 on this form that the tenant has filled in and confirm that they are correct.** Please ensure that your telephone number is declared so we can contact you with any queries that could speed up the application. Please complete the BACS form on page 7.

## 16. Declaration

This declaration **MUST** be signed by the person or organisation who will receive the payment.

I confirm that as Landlord / Agent\* of the proposed new property I have read sections 4, 5 and 8 on this form and confirm the details given are true.

I understand that:

- If I give information on this form which is incorrect, I may be prosecuted and may have to repay any Discretionary Housing Payment to which the tenant is not entitled where payments have been made direct to myself.
- I authorise the Council to verify, cross check and make necessary enquiries about the information given on this form.

\*Landlord / Agent signature:  Print name:

Organisation (if applicable):  Date:

\*Delete as appropriate

# REQUEST FOR DISCRETIONARY HOUSING PAYMENTS TO BE PAID INTO A BANK / BUILDING SOCIETY VIA BACS

Please make Discretionary Housing Payments (moving costs only) direct to my Bank / Building Society account via BACS as detailed below:

*Please note that we cannot make payments into Post Office card accounts.*

## PLEASE ENTER YOUR DETAILS BELOW

Bank/Building Society Name:

Address:

Postcode:

Sort Code:

Account Number:

NB: include the **Roll Number** for building society accounts

Account Name:

(for example Mr. J Jones)

**PLEASE NOTE THAT PAYMENTS BY THIS METHOD WILL BE DELAYED IF ALL THE ABOVE DETAILS ARE NOT PROVIDED.**

**UNSIGNED REQUESTS WILL BE RETURNED.**

Signature(s):

Date:

# REQUEST FOR PAYMENT OF DISCRETIONARY HOUSING PAYMENT TO BE PAID INTO A LANDLORD'S (OR LANDLORD'S AGENT'S) 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 future payments to be paid into.

Please make Discretionary Housing Payments direct to my Bank/Building Society account via BACS as detailed below:

**THIS MUST BE COMPLETED BY THE PERSON WHO  
SIGNED THE LANDLORD / AGENT AGREEMENT**

Bank/Building Society Name:

Address:

Postcode:

Sort Code:

Account Number:

NB: include the **Roll Number**  
for building society accounts

Account Name:

(for example Mr. J Jones)

**PLEASE NOTE THAT PAYMENTS BY THIS METHOD WILL BE DELAYED IF ALL THE  
ABOVE DETAILS ARE NOT PROVIDED.**

**UNSIGNED REQUESTS WILL BE RETURNED.**

**IF SIGNING ON BEHALF OF A COMPANY OR ORGANISATION, PLEASE STATE CAPACITY.**

Signature(s):

Landlord or Landlord's Agent

Contact Telephone Number:

Landlord or Landlord's Agent

Contact Email address:

Capacity (if applicable):

Print Name:

Date:        /        /

