



## Discretionary Housing Payment (RENT DEPOSIT / RENT IN ADVANCE) Application Form

Full Name:	
Address:	
Contact Number:	
Email Address:	
Benefit Claim Reference: (If known)	

Discretionary Housing Payments (DHP's) may be awarded to help meet deposits or rent in advance.

There are limited funds of DHP available so this type of award will only be made to those most in need.

You should only apply for a DHP to help with a deposit or rent in advance once you have found a property and the landlord agrees that you can rent it.

We can only give DHP's to people already receiving some Housing Benefit and/or Universal Credit.

### 1 Section 1: Income

The money you have coming in each WEEK

	You (£)	Your Partner (£)
Wages/Salary		
Statutory Sick Pay		

Company Sick Pay		
Maternity Pay		
Income Support		
Universal Credit		
Job Seekers Allowance		
Employment Support Allowance		
Pension Credit		
Incapacity Benefit		
Working Tax Credit		
Child Tax Credit		
Child Benefit		
Self-employed income		
State Pension		
Private Pension		
Disability Living Allowance		
Personal Independence Payment		

Attendance Allowance		
Maintenance Payments		
Money from boarders/lodgers		
Money from friends or relatives		
Contributions to the household by non-dependants over the age of 18		
Other - Please Specify		
Other - Please Specify		

## 2 Section 2: Expenditure

### The money you have going out each WEEK

	You (£)	Your Partner (£)
Rent		
Mortgage		
Council Tax		
Grocery Shopping		
Household items ( e.g. cleaning products etc)		
Toiletries		

Water Rates		
Gas		
Electric		
Home Telephone		
Mobile Phone		
Internet Access		
TV Licence		
TV Package		
Personal Insurance		
Home and Contents Insurance		
Car Insurance		
Car Tax		
Car Petrol		
Car Maintenance		
Travel Expenses		
Cigarettes		

Alcohol		
Entertainment		
Takeaways		
Payments to catalogues		
Hire Purchase items		
Fines/Court Orders		
Loan Repayments (please specify the date theses repayments are due to cease, the date they started, what the loan was for and the amount outstanding.)		
Credit Card Payments		
Social Fund Repayments (please specify the date theses repayments are due to cease and the amount owed)		
Benefit deductions (please also specify the date theses repayments are due to cease, the amount owed and what the deductions are for.)		
Maintenance/Child Support Payments		
Clothing/School Uniform		
School Dinners		
Other School Expenses		
Childcare Costs		

Children's club/Pocket Money		
Health/medical (insurance, optical, dental, prescriptions etc)		
Pet Food		
Pet Insurance		

### 3

### Section 3: Other information in support of your application

**Please give the address of the property you are considering moving to.**

**How much will the rent be and how much deposit or rent in advance will be required?**

**How many properties have you considered? Please specify the addresses, rent charged and reason for not accepting each property?**

**Do you consider this property to be affordable on your income? If the rent charged is above the Local Housing Allowance (LHA) how are you going to pay the shortfall? (Please see current rates below.)**

#### **LHA RATES 2015/2016**

**Local Housing Allowance rates depend on the number of people living in the property up to a maximum of 4 bedrooms.**

**One Bedroom required for:**

- Every adult couple (married or unmarried)
- Any other adult aged 16 or over
- Any two children of the same sex aged under 16
- Any two children under 10
- Any other child(other than a foster child or child whose main home is elsewhere)
- A carer (or team of carers) who do not live with you but provide you or your partner with overnight care

**The shared room rate for Local Housing Allowance applies to**

- Most single people aged under 35
- Single Joint Tenants
- Any tenants where they do not have exclusive use of two or more rooms, (including kitchen, facilities for cooking & bathrooms)

**Although there are some exceptions to this list, please contact us if you require further information.**

	Shared Room	1Bedroom	2Bedroom	3Bedroom	4Bedroom
North Nottingham	£58.41	£72.72	£92.98	£103.56	£145.43
Nottingham	£66.74	£90.90	£108.26	£120.29	£151.50

**What date do you intend to start your new tenancy from and when does your current tenancy cease?**

**What date do you intend to move into the new property?**

**Please explain why you need help with a rent deposit/rent in advance, please provide the reasons for moving to the new property? (Any evidence you can supply will help reduce the time it takes to decide your application.)**

**Are you expecting to receive a deposit back from your current address?**


**Any Discretionary Housing Payment awarded to you for a deposit or rent in advance will usually be paid direct to your new landlord, Please provide your new landlords contact details and bank account details?**

<b>Landlord's Name:</b>	
<b>Landlord's Address:</b>	
<b>Contact Number:</b>	
<b>Email Address:</b>	
<b>Sort Code:</b>	
<b>Account Number:</b>	
<b>Account Holder's Name:</b>	

**Declaration:**

- I will tell you if any of the details on any of the letters you send me are incorrect.
- The information I have given is true and complete. If any of the information is found to be untrue, and it leads to any DHP award being overpaid, the council can ask me to pay this back and prosecute me.
- I will write to you straight away if there are any changes in my circumstances so that you can work out my benefit again. If I do not, and it leads to any DHP award being overpaid, the council can ask me to pay it back and may prosecute me.

**Please sign/date the form below (If you have a partner they should also sign/date below)**

<b>Your Signature:</b>	
<b>Your Partner's Signature:</b>	
<b>Date:</b>	



You can get council information in large print, in braille and in other languages. Please phone Customer Services on 0115 9013970