

Tamworth Borough Council Housing Register Application Change of Circumstances Form



If you are on our housing register and your circumstances have changed, please fill in section 1 and every other section where you have a change in your circumstances.

1. Main applicant's details (You must complete this section)

Your housing application reference number: (if known)	
Title: (eg. Mr/Mrs/Ms/Miss)	
Forename:	
Surname:	
Current address (where you are living now):	
Postcode:	
Date moved into property:	
Previous address (please fill in this box if you have moved and not told us):	
Postcode:	
Home telephone number:	
Work telephone number:	
Mobile:	
Email address:	
Date of birth:	

If you have moved, please provide proof of address for each adult. eg. bank statement, utility bill.

2. Only complete this section if you are reporting a change of address

If you have a new landlord please tell us their name and address:	
Postcode:	
Telephone number:	

Please tell us what sort of home you are living in now (please tick)

- | | |
|--|--|
| <input type="checkbox"/> House | <input type="checkbox"/> Maisonette – ground floor |
| <input type="checkbox"/> Bungalow | <input type="checkbox"/> Maisonette – upper floor |
| <input type="checkbox"/> Flat – ground floor | <input type="checkbox"/> Bed sit / room |
| <input type="checkbox"/> Flat – upper floor | <input type="checkbox"/> Boat |
| <input type="checkbox"/> Caravan/mobile home | |
| <input type="checkbox"/> Other, please state: <input type="text"/> | |

Please tell us about the rooms in the home where you live now.

How many bedrooms do you have?

How would you describe your new housing situation? (please tick one)

- | | |
|--|---|
| <input type="checkbox"/> An owner occupier | <input type="checkbox"/> Renting from a private landlord |
| <input type="checkbox"/> In prison | <input type="checkbox"/> Staying with friends |
| <input type="checkbox"/> In Bed & Breakfast accommodation | <input type="checkbox"/> Care leaver |
| <input type="checkbox"/> Staying with relatives | <input type="checkbox"/> In a hostel |
| <input type="checkbox"/> In hospital | <input type="checkbox"/> In armed forces accommodation |
| <input type="checkbox"/> In residential care | <input type="checkbox"/> In tied accommodation (provided with your job) |
| <input type="checkbox"/> Of no fixed address | |
| <input type="checkbox"/> Other (please state) <input type="text"/> | |

If you have moved address, please supply proof of rent account on current property

- Rent statement/book
- Bank statements showing rent payment to your landlord for the last three months
- Reference from your current landlord

3. Please list all household members at your current property

	First Name	Last name	Gender	Date of birth	Relationship to you	To be housed with you? Yes / No	Are they the tenant or homeowner? Yes / No
1							
2							
3							
4							
5							
6							
7							
8							

*** If you are adding another person to your application, please provide proof of identification**
(eg. passport, birth certificate or driving license)
Proof of current address
(eg. utility bill, bank statement, dwp document etc)

4. Only complete this section if you have any other change in circumstance not mentioned previously.

Please tell us about any other change in circumstance for you or a member of your household e.g. started a new job, changed a job, a change in health/medical condition/pregnancy and provide proof:

Declaration:

I/We confirm that the information given in this form is correct and to the best of my/our knowledge.

I/We understand that any information that is untrue or withheld is a criminal offence under the Housing Act 1996 and may result in my/our prosecution.

I/We understand that this offence may result in my/our application being removed from the housing register and/or the loss of any tenancy that may have been given to me/us by the council or a housing association.

I/We undertake to notify the council of any future change in my/our circumstances as declared on this form.

I/We authorise Tamworth Borough Council to approach other agencies, such as employers, benefit agency, credit referencing agencies as well as other council departments to confirm any details.

Main applicant

Joint applicant

Signed:

Date:

**Please complete this form and return to us by email:
housingsolutions@tamworth.gov.uk**

Tamworth
Borough Council

**Alternatively you can print it out, complete and post it back into us at:
Tamworth Borough Council,
Marmion House, Lichfield Street, Tamworth, Staffs, B79 7BZ**

If you would like this document in another format (such as large print) or language, or if you require an interpreter, please contact us on 01827 709709 or email enquiries@tamworth.gov.uk