



ROTHER HOMEMOVE



REVISION FORM - CHANGE OF ADDRESS

PERSONAL DETAILS:

Reference Number	ROTH/		
Title (Mr/Mrs/Miss/Ms)			
Surname			
First Name			
Date of Birth	DD	MTH	YR
New Address			
	Postcode		
When did you move to your current address? (DAY,MONTH,YEAR)	DD	MTH	YR
Home telephone number			
Mobile			
Work telephone number			
Email address			

If you do not have an address to register from, please let us know where you usually sleep.	
If you reside in a caravan park and are unable to receive post, please provide a correspondence address.	

YOUR HOUSEHOLD:

Including yourself, please give details of everyone who needs to be re-housed as part of your application.

You are only required to provide proof of ID for anyone added to your application, who was not included on your previous application (Birth certificate or passport only).

Surname	First name	Age	Date of birth	Relationship to you
				Applicant

DETAILS OF NEW ADDRESS

Please complete the appropriate sections

RENTAL OF PROPERTY: Evidence required – A copy of current tenancy or licence agreement or a letter from your landlord

Please state the name and address of your landlord

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Is your landlord –

Housing Association		Local Authority	
Private Landlord		Property Company	
Your Employer		Other – please specify	

Type of tenancy –

Weekly		Assured Tenancy			
Monthly		Assured Shorthold tenancy			
Quarterly		Board and lodging			
Tied to your job		Other – please specify			
Agricultural		Date tenancy started?	DD	MTH	YR

Other information –

Is your home let to you furnished?	Yes	No
How much is your rent?	£	Weekly / monthly
Do you receive Housing Benefit?	Yes	No
If Yes, please state how much you receive?	£	
Are there any rent arrears? If yes, please state how much	Yes £	No

OWNERSHIP OF PROPERTY

Evidence required: Please provide a current valuation of your property or details of any outstanding mortgages or loans secured against the property.

Do you own your current home?	
Approximate value of the property	
How much mortgage is outstanding on your home?	
What are your monthly mortgage payments?	
What are your monthly insurance / endowment payments?	
Are there any mortgage arrears? If yes, please state how much	
When is the mortgage due to be paid off?	
Do you have any other loans secured against your property? If Yes, please give details	

OTHER – please complete if you are not a tenant or an owner occupier

Evidence required: If you are living with friends or relatives you will need to provide a supporting letter from them confirming your living arrangements, stating how many bedrooms are available for your sole use and what facilities you share with others not included in your application.

Are you living with your parents? (If yes please provide their name)	
Are you living with other relatives? (f yes, please state their relationship to you or your partner and their name)	
Are you living with friends? (If yes please provide their name)	
Are you in lodgings?	
Other – please specify	

TYPE OF ACCOMMODATION:

Is your home a:

House		Bungalow	
Flat		Maisonette	
Bedsit /Studio Flat		Mobile Home / Caravan	
Other (please specify)			

Have you been evicted for rent arrears, or had any action taken against you for breach of tenancy or anti-social behaviour from your previous address? (Please give details).	
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Please give details of the number of rooms in your home and indicate whether the rooms are shared with others who are not part of your application

	Is the room shared with someone not included on your application? Yes or no	Approximate size or double / single bedroom	On which floor is the room? i.e. ground, first, second, etc.
BEDSIT			
BEDROOM			
BEDROOM			
BEDROOM			
BEDROOM			
LIVING ROOM			
DINING ROOM			
KITCHEN			
BATHROOM			
BATHROOM & TOILET			
SEPARATE TOILET			

	Yes	No
Does your accommodation have heating?		
Please state what type of heating		
Do you or anyone included on your application have difficulty with access to your current home?		
Do you have an outside area for drying clothes?		
Does your property have a hot and cold water supply?		

Data protection:

In order to avoid unnecessary work and delay I consent to Rother District Council using personal information and copy documentation that I have previously supplied for other purposes (including Council Tax and Housing Benefit) in order to assess my eligibility for housing. This may, for example, relate to proof of identity (of myself and members of my family) and financial matters. I understand that the security of this information will remain fully protected by the Data Protection Act 1990.

YES

NO

DECLARATION

I declare that the information I have given in this application is correct in every detail. I confirm that I am fully aware of my duty under Sections 171 and 214 of the Housing Act 1996 (Part VI – Allocation of Housing – and Part VII – Homelessness) to provide the Council with correct information regarding my housing application. I acknowledge the Council's right to confirm any information given and undertake to notify the Council at once of any change in circumstances that may affect my application.

I am aware that it is an offence to knowingly or recklessly make a statement, which is false, or knowingly or recklessly withhold any information, which has been reasonably requested and that my application may be cancelled if I give false or misleading information or if I withhold information. If I am granted a tenancy because I have given false or misleading information or because of information I have not given, I understand my tenancy may be terminated and I may have to pay a fine of up to £5000 under Section 171 of the 1996 Housing Act.

Please confirm your agreement by signing below:

SIGNED

NAME
(PLEASE PRINT)

DATE

When completed this form should be returned to:

**Rother Homemove
Rother District Council
Town Hall
Town Hall Square
Bexhill on Sea
East Sussex
TN39 3JX**

For further information on Social Housing issues, please visit the Rother District Council Website: - www.rother.gov.uk

If you need this form in large print this can be provided.