

# Benefits Team

## Landlord Change of Circumstances Form

### Part 1 - About you and your tenant

Your full name (Mr / Mrs / Miss / Ms) .....

Your address .....

.....

Your tenants full name .....

Your tenants address .....

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.....

Your daytime telephone no (this can be a mobile number) .....

Your Landlord reference no (if you know it) .....

### Part 2 - About the change

Please tell us what changed, and when

The date of the change            /            / .....

Tell us about the change here.

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Your signature ..... Date            /            / .....

You can hand this form in at any of our receptions in Buxton, Glossop or Chinley between 9am – 4.30pm Monday – Friday or Post it to the address below.



Benefits Service, High Peak BC, Council Offices,  
Hayfield Road, Chapel-en-le-Frith, High Peak SK22 0QJ  
Telephone 0845 129 7777 between 8am – 8pm  
Minicom: 0845 129 4876 SMS Text: 07800 002 262  
Email: [benefits@highpeak.gov.uk](mailto:benefits@highpeak.gov.uk) Web: [www.highpeak.gov.uk](http://www.highpeak.gov.uk)

# It's important to tell us when your tenant's circumstances change!

If you receive Housing Benefit, the law states that if you are aware of a change in your tenant's circumstances you must tell us immediately. This is because it may affect the amount of benefit your tenant is entitled to.

Please tell us about any changes within one calendar month of the change, otherwise your tenant may lose out on any extra benefit entitlement or you may be overpaid and we may choose to recover the overpaid benefit from you.

## What are changes of circumstance?

If anyone in the property

- moves address or room
- starts works, returns to work after a period of illness or changes jobs
- moves in or leaves, including children, lodgers and subtenants
- is going to be away from home for a month or more
- has any other change to their circumstances including their benefits

Also please tell us if

- the terms of the tenancy change
- the amount of rent changes
- you are terminating the tenancy

We will also require documentary evidence of these changes

If you are in any doubt as to whether a change will affect their benefit tell us anyway.

**Failure to notify us of a change in circumstances could lead to an offence under sections 111A and 112A of the Social Security Act 1992**