

Moving House

This form gives the Benefits Unit and Council Tax Unit information about where you have moved from or to, as well as details about second homes. Please ensure you fill in form CC1 with this form.

Please state your OLD ADDRESS

Post code: _____ Room Number: _____

Please state your NEW ADDRESS

Post code: _____ Room Number: _____

I moved out on / /

I moved in on / /

Was your old address:- (Please tick one) (✓)

Privately rented? Board & Lodgings?

Council Property? Owner occupied?

Is your new address:- (Please tick one) (✓)

Privately rented? Board & Lodgings?

Council Property? Owner occupied?

Is your new address a second home? Yes No

If yes The address of your main residence and the name of Local Authority where you pay Council Tax on your main residence

LA name:

Is your new address part of your contract of employment?
Yes No



If yes, please provide a copy of your employment contract.

Council Tenants, Private Tenants & Boarders only (Please complete form CC3 also if you are a private tenant or boarder)

Was your old address furnished by the landlord?
Yes No

Is your new address furnished by the landlord?
Yes No

When did your old tenancy end? / /

When did your new tenancy start? / /

When was your last rent due up to? / /

When is your first rent due from? / /

What was your old landlord's name and address

Your new landlord's name and address

If you don't know your old landlord's name and address, please tell us the name and address of the letting agents or the person you paid your rent to.

Old letting agent's name and address

New letting agent's name and address

If you are liable to pay rent on two homes (overlapping tenancies) please tell us here, the reason why there is an overlap. (This applies to both Council Tenancies and Private Tenancies).

When did you give your landlord notice? / /

How much notice should you have given under your agreement? wks

For private tenants only: Who would you like us to pay your Rent Allowance to? You Your Landlord

Moving House – continued

Owner Occupiers

OLD ADDRESS

Do you still own your previous address? Yes No
If no,

What was the date of the completion of sale? / /

If yes, is it up for sale? Yes No

Please tell us when it went on the market and for what asking price

/ / £

Who is the new owner?
(Please state their name and previous address if you know it)

New owner's name and address

NEW ADDRESS

What was the date of the completion of purchase of your new address? / /

Who was the previous owner?
(Please state their name and new address if you know it)

Name and address of previous owner

(This information is for Council Tax purposes only)

If you do not know the above information, please state the name and address of the solicitor or estate agents who conducted the sale or purchase.

Old Address Sale

Name and address of solicitor or estate agent

New Address purchase

Name and address of solicitor or estate agent

For benefit claimants only:-

Do you rent out your old address? Yes No

If yes, who to?

Is this person an ex-partner or relative over 60, who is disabled? Yes No

How much rent do you get a week? £

Does this include Heating? Yes No

or Meals? Yes No

For council tax only:-

Claim your single occupier discount here

I am the only adult living at my address from

/ /

I understand that should my circumstances change, and I am no longer entitled to a discount, that I must inform the council, within 21 days.

Please sign here

Today's date

/ /

Additional information for Council Tax about people who live with you

Do you have anyone living in your household who is aged over 16 years of age? Yes No

If yes, please tell us:-

Their full name

Date of birth / /