



Exeter
City Council

Discretionary Housing Payments

Application form

Qualifying Benefit

Please confirm which of the following you're currently receiving?

Housing Benefit

Universal Credit Housing Costs

About you

Question	Your answer
Your name	
Your national insurance number	
Your date of birth	
Your current address	
Your current postcode	

Your contact details

Question	Your answer
Your email address	
Your home phone number	
Your mobile phone number	

Your agent / landlord's contact details

Question	Your answer
Agent name	
Company name	
Email address	
Office number	
Mobile number	

Please confirm the number of people in your household.

Name	Relationship to you	Date of Birth	Gender	Lives with you?
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No

Your bank details

If your application for DHP is successful we may require your bank details to make payments

Question	Your answer
Bank name	
Name on account	
Bank account number	
Sort Code	

Your savings

Bank accounts, savings and capital – please list all capital / bank accounts you / your partner hold

Account held with	Account number	Balance
		£
		£
		£

Type of accommodation

Question	Your answer
Shared Accommodation (private)	
Private landlord (self-contained)	
Social Landlord	
Council Tenant	
Number of bedrooms in your property	

Do you or any member of your household have any health problems or special circumstances that are relevant to you applying for assistance?

If so, please give details.

Are you currently receiving any independent money advice?

If so please specify who from.

Have you contacted Exeter City Council's housing options team regarding your housing situation?

If so please provide your housing officers name?

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About your tenancy

Question	Your answer
How much notice is required to end your tenancy?	
When is your tenancy due to end?	
Can you leave your tenancy without financial penalty?	

Complete this page if you're applying for help with a deposit or rent in advance

Please explain your reasons for requesting assistance a DHP

Why you need to vacate your current address and why the new accommodation is suited to your needs.

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The proposed new property details

Question	Your answer
Address	
Postcode	
Number of bedrooms	

Rent charged	Rent frequency	Tenancy start date	Move in date

Your agent / landlord's bank details

Question	Your answer
Bank name	
Name on account	
Bank account number	
Sort Code	

If you would prefer us not to contact your landlord please explain why?

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Complete this page if you are applying for assistance with rent arrears or topping up your rent.

Please explain briefly why you are requesting extra help through DHP.

Is there any particular reason why this property is suited to your needs, or those of your household?

If the answer is 'yes', then please give full details.

Are you considering moving to smaller accommodation?

If so, what steps are you taking?

If you require an extra bedroom please explain why here?

(Disability, medical equipment, overnight carer)

Were you able to afford the rent when you moved in?

Yes / No

Your household income and expenditure

Income	Weekly	Monthly	Expenditure	Weekly	Monthly
Housing Benefit			Mortgage or Rent		
Council Tax Support			Second mortgage		
Universal Credit			Ground rent/service charges		
Wages			Council Tax		
Statutory Sick Pay			Building insurance		
Statutory Maternity / Paternity			Contents insurance		
Universal Credit			Life insurance/endowments		
Maternity Allowance			Food		
Statutory Adoption Pay			Electricity		
Working Tax Credit			Water		
Child Tax Credit			Gas		
Child Benefit			Oil/Wood/Coal		
Child Maintenance Payments			Telephone (land line)		
Income Support			Telephone (mobile)		
Jobseekers Allowance			Internet		
Incapacity Benefit			TV licence		
Disability Living Allowance			Satellite/Cable		
Severe Disablement Allowance			Public transport		
Attendance Allowance			Car Tax		
Carer's Allowance			Car servicing / maintenance		
Pension Credit			Car insurance		
State Retirement Pension			Car fuel costs		

Income	Weekly	Monthly	Expenditure	Weekly	Monthly
Occupational Pension			School meals		
Guardian's Allowance			School transport costs		
Industrial Injuries Benefit			School uniform		
Retirement Allowance			Child Maintenance Payments		
Widowed Parent's Allowance			Toiletries		
Bereavement Allowance			Household goods / cleaning		
Student Grant			Newspapers/Journals		
Student Loan			Laundry costs		
Charitable Payments			Prescriptions / Health costs		
Other income			Clothing		
Other Income			Pet food		
Other income			Pet insurance		
Other Income			Veterinary fees		
Other income			Other expenditure not listed		
Other Income			Other expenditure not listed		
Total income			Total Expenditure		

How do you pay for your energy costs? (Gas, electric)

Question	Your answer
Billed monthly	
Pre-payment key / card	

Do you have any expenditure that you feel is unusual?

(If so, please give details)

Please tell us about any arrears and debts that you have.

Type of debt	Total amount remaining	Repayments	Frequency
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	

What long-term action are you taking to help your problem in meeting your housing costs?

If you have already received an award of DHP which is ending, and you are re-applying because you still need help with your housing costs, please tell us what action you have taken during the period of your previous award, to help your situation.

Please give us any extra information that you feel might help us. If you have to use a separate sheet of paper, please remember to sign and date any extra sheet you use, and keep it with this form.

Declaration

I declare that the information that I have given on this form is true and complete.

I authorise the Council to make any enquiries that it considers necessary in connection with this application, and I undertake to notify the Council immediately, in writing, of all changes in the personal and financial circumstances of myself, and members of my household.

I am aware that it is an offence to deliberately make a false statement, or to withhold material information, in order to obtain a Discretionary Housing Payment, and that to do so, could result in my being prosecuted under the Social Security Administration Act 1992, or the Thefts Acts 1968 and 1978.

I also undertake to repay to the Council any overpayment of a Discretionary Housing Payment that is determined to be recoverable.

I have read the above declaration, or someone has read it to me.

I confirm that I understand the declaration.

Your signature:

Date:

If you have completed this form on behalf of the claimant

Please complete the following

Question	Your answer
Your name	
Your relationship with the claimant	
Your signature	
Date	

Optional: Please give us any extra information that you feel might help us. If you have to use a separate sheet of paper, please remember to sign and date any extra sheet you use, and keep it with this form.