



# Comhairle nan Eilean Siar

Town Hall, Stornoway, Isle Of Lewis, HS1 2XF

Telephone: 01851 822642

## DISCRETIONARY HOUSING PAYMENT APPLICATION

Name:		<b>Official use only</b>	
		Date issued	
Current address:		HB No	
Email address:			
Telephone number(s):			

I am applying for:

Deposit (one off payment)

Go to question 1

Rent in advance (one off payment)

Go to question 1

Rent shortfall

Go to question 8

1. Did you pay a deposit or rent in advance at your current property when you moved in?

Yes	No

If yes, how much?

2. Why are you moving from your current property?

3. Have you applied for money for this purpose from any other source? E.g. Comhairle's rent deposit scheme, DWP's budgeting loan

Yes	No

4. What property is the payment required for?

5. Who are the landlord/leasing agent for the prospective property? (please provide contact details)

6. Please specify the following for the new property:

Deposit required	£	Rent in advance required	£	Rent	£	Weekly
						Monthly
						4 Weekly

7. Please give bank account details for the landlord/leasing agent who the money is to be paid to

<b>Acc No</b>		<b>Sort code</b>	
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Please go to question 15 if you are not applying for top up rent payments

Yes	No

8. Do you wish to apply for a backdated award?

If yes, tell us when from and why you did not apply before now?

Yes	No

9. Did you ask for how much benefit you would be entitled to before you moved in?

10. Have you tried to negotiate lower rent with your landlord?

11. Are you looking for alternative/affordable accommodation?

If yes, tell us what you are doing? If no, tell us why not?

Yes	No
If yes, when?	
Yes	No
If yes, how much?	

12. Have you applied to a housing association for a new property/transfer?

13. Did you pay a deposit or rent in advance?

14. What action will your landlord/leasing agent take if this payment is not made?

15. Do you or any members of your household have any health problems or disabilities, which mean that it is necessary or more convenient to live in this area/property?

**16. Please give details of any other information about your personal and financial circumstances that you think should be taken into consideration?**

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**17. Please give details of your/your partner's income, capital and expenses**

Income	Weekly Amount
Income Support	
Jobseekers Allowance	
Employment Support Allowance	
Pension Credit	
State Pension	
Private Pension	
Wages	
Self employed income	
Working Tax Credit	
Child Tax Credit	
Child Benefit	
Disability Living Allowance (care)	
Disability Living Allowance (Mobility)	
Carers allowance	

Other income (please detail)	Weekly Amount

Capital	Amount
Bank/Building Society accounts	
National Savings Certificates	
Post Office Accounts	
Premium Bonds	
Shares	

Other capital (please detail)	Amount

Expenses	Weekly Amount
Council Tax	
Rent Difference	
Food/Toiletries	
Electric (not heating)	
Heating	
Clothing	
House insurance	
Telephone	
Mobile	
TV license	
Sky TV	
Internet	
Child care	
Car insurance	
Car Tax	
Petrol	
Fares	
Fines	
Loan repayments	
Credit card repayments	
Catalogue	
Rent Arrears	

Other expenses (please detail)	Weekly Amount

**Are you currently receiving money/budgeting advice from any organisation?**

Yes  No

## **Declaration**

I declare that the information I have provided on this form is correct and that no relevant information has been omitted.

I understand that Comhairle nan Eilean Siar may request evidence to validate the information provided.

I will inform the Benefit section if there is a change to my circumstances from what has been detailed on this form.

I agree to repay any overpayment of Discretionary Housing Payment.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

**Completed application forms should be returned to:-**

**Revenues and Benefits Section  
Comhairle Nan Eilean Siar  
Town Hall  
Point Street  
Stornoway  
Isle of Lewis  
HS1 2XF**

**benefits@cne-siar.gov.uk**