



NEWARK & SHERWOOD DISTRICT COUNCIL

DISCRETIONARY HOUSING PAYMENT APPLICATION FORM FOR PRIVATE TENANTS

NAME: _____

ADDRESS: _____

BENEFIT REF: _____

Previous Address:	
Was this a Council or Housing Association Property? Please specify	
Rent per Week:	
Reason for Moving:	

1	Did you have a Pre-Tenancy Determination? YES/NO If YES why did you move in? If NO why not?	
2	Have you tried to negotiate a lower rent with your landlord? YES/NO If YES what was the outcome? (Can you provide evidence to substantiate this) If NO why not?	
3	Have you considered/tried moving to cheaper alternative accommodation? YES/NO If YES what have you done? (Can you provide evidence to substantiate this)	

4	<p>Could you live with relatives/friends? YES/NO</p> <p>Have they got the room/available accommodation? YES/NO</p>	
5	<p>How much notice are you required to give when vacating the property? (Can you provide evidence to substantiate this)</p>	
6	<p>Are there any non-dependants in the house? YES/NO</p> <p>How much do they contribute towards Housing/Council Tax per week?</p>	
7	<p>What disabilities or health problems do you or any member of your family have? (Can you provide evidence to substantiate this)</p>	
8	<p>Are you on a Council or Housing Association waiting list? YES/NO</p> <p>Have you been offered any properties? YES/NO</p>	
9	<p>Have you any former rent arrears?</p>	
10	<p>Is there a risk of you becoming homeless if a payment is not made? If YES what are the consequences: (Can you provide evidence to substantiate this)</p> <p>If NO, specify why</p>	
11	<p>Is there anything else you think we should know about in support of your application?</p>	
<p>Claimant's Signature: _____ Date: _____</p>		

**What do you pay out per week?
We may ask you to provide proof**

£

Deductions from Income Support/Job Seekers Allowance/ESA/ESA (IR)	
YES/NO	
(If YES, tell us what for/how much/when are payments due to cease)	
1. Rent (if applicable)	
2. Council Tax (if applicable)	
3. Water Rates	
4. Gas	
5. Electric	
6. Other fuels	
7. Food/Housekeeping	
8. Telephone	
9. Clothing	
10. Television Licence	
11. Television	
12. Travelling Expenses (to work or hospital)	
13. Insurances	
14. Fines (when is this/are they due to end)	
15. County Court Orders (when is this/are they due to end)	
16. Visa/Credit Cards/Overdraft - amounts of repayment - date(s) due to cease	
17. Catalogue/Store Cards	
18. Child Care Costs eg. Nursery/childminder	
19. Cable/Sky TV	
20. Maintenance/CSA	
21. Prescription Charges	
22. Optician Charges	

23. Dental Charges	
24. Other	
Total	

<p>Claimant:</p> <p>Date:</p>	
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