





## **RENT DEPOSIT, RENT IN ADVANCE AND REMOVAL COSTS**

If you need help with a Rent Deposit or Rent in Advance, you will need to provide proof of the tenancy that you have been offered. This can be:

- A signed and dated (by you and your landlord) Tenancy Agreement
- An offer letter from the (Prospective) landlord
- A letter from the (Prospective) landlord confirming that they will refund any monies to Nottingham City Council

Please give the address of the property you are considering moving to, how much the rent will be and how much the Deposit or Rent in Advance is:-

If you need help with a Rent Deposit or Rent in Advance, please provide your reasons for moving to the new property?

Are you expecting to receive a Deposit back from your current/previous address?

Any Discretionary Housing Payments awarded to you for a Deposit or Rent in Advance will usually be paid direct to your new prospective landlord. Please provide your new landlords name, address and contact details:-

Landlord Name:

Landlord Address:

Telephone Number:

Email Address:

If you need help with Removal Costs, please provide the following Information:

- How much do you need
- The name of the company you will be using

**You will need to provide 3 quotes from companies that provide removal services**

**You will need to provide a paid invoice for the removal company that you are using. Removal costs are not paid in advance.**

Even if someone has filled in this for you, you must sign this declaration if you can. If you have a partner, it would be helpful if they sign below to confirm that all the details about them are correct, but they do not have to sign.

Please read this declaration carefully before you sign and date it.

■ **I understand** that you may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. The council may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.

■ **I know** that I must let you know in writing about any change in my circumstances which might affect my claim.

■ **I declare** that the information I have given on this form is correct and complete. I have checked the information myself or have had it read back to me.

■ **I understand** that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.

■ **I agree** that you will use the information I have provided to process my claim for Discretionary Housing Payment. The council may check some of the information with other sources as allowed by the law.

Signature  
of person  
claiming

	Date
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Partner's  
Signature

	Date
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This form has been filled in by someone other than the person claiming.

You can explain the reasons here.

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**I declare** that as far as possible, I have confirmed with the claimant that the answers I have written on this form are correct.

Name of the person who filled in the form

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Signature

	Date
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Relationship to the person claiming

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Telephone number (helpful if we have a query)

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