

Housing Application Change of Circumstances Form

You should use this form to tell us about any changes in your circumstances.

Application Reference Number:

Main Applicant:

Name:

Date of Birth:

National Insurance Number:

Joint Applicant (if applicable)

Name:

Date of Birth:

National Insurance Number:

Please tell us about all the changes in your circumstances, tick the relevant boxes and then fill in the relevant section(s).

Section 1 – Change of Address

☐

Section 2 – Adding a Joint Applicant

☐

Section 3 – Addition or Removal of applicants/people moving with you

☐

Section 4 – Changing Your Name

☐

Section 5 – Any Other Changes

☐

Section 6 – Signatures – **you must fill in this section. If you do not, the form will be returned to you and you will be unable to bid for properties**

☐

Please ensure you provide all documents required from you to support your change of circumstances form. These are requested throughout each section.

Your housing application will remain deferred until you have provided the completed form and any documents necessary, this means you will be unable to place any bids.

Section 1 – Change of Address

The address you have moved from:

Your new address & postcode:

You must provide proof of your new address. This could be a utility bill or a letter from the person you are staying with.

If you are staying with family/friends you will need to provide letters from the people you are staying with to confirm you stay there and for how many nights per week.

If you are a tenant you will need to provide your tenancy agreement.

Date you moved to this address:

Tenure at your new address:

Tenant ☐

Owner ☐

Lodger ☐

Other ☐ Please specify:

If you are a tenant, please provide your landlord's contact details:

Name:

Address & postcode:

Phone number:

Your current property details:

House ☐

Bungalow ☐

Flat/Maisonette ☐

Floor (e.g. ground/1st): _____

No fixed address ☐

Hostel ☐

Other ☐

Please specify:

Number of bedrooms in your current property:

1 ☐

2 ☐

3 ☐

4 ☐

5+ ☐

Details of everyone living at your current address:

Name	Date of Birth/Age	Gender	Relationship to you	Is this person moving with you?

Is any person who is moving with you pregnant?

Who? _____ Due Date: _____

Proof of pregnancy must be provided, this must show the due date.

Your contact details:

Home phone:

Mobile phone:

Email address:

Have you moved to your new address due to selling your previous property?

Yes ☐ No ☐

We will require proof of the sale of your previous property.

Anything else you need to tell us about your new address:

Section 2 – Adding a Joint Applicant

Details of the person to be added to the application:

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Master ☐ Other ☐ _____

First Name(s):

Surname:

Date of Birth:

National Insurance Number:

Relationship to Applicant:

Current Address & postcode:

Current property details:

House ☐ Bungalow ☐ Flat ☐

Bedsit ☐ Hostel ☐ Hospital ☐

Other ☐

Number of bedrooms _____

What date did they move to this address?

Contact Details:

Home Phone:

Mobile Phone:

Email address:

At their current address are they a:

Tenant ☐ Owner ☐

Lodger ☐ Other ☐

Please specify: _____

Please give all their addresses for the past **five** years:

Address	Date moved in	Date moved out	Tenure (e.g. owner, tenant)	Reason for leaving

We require the following supporting documentation for the joint applicant:

1 form of identification (preferably photographic)

Proof of National Insurance Number

Proof of current address

Tenancy agreement (if renting their current property)

Proof of previous address (if they have moved in the last six months)

A completed Income & Expenditure Form

Proof of all income (including a recent bank statement)

Section 3 – Adding or Removing applicants/people moving with you

Adding People:

Complete this section for adding people to your application as moving with you. If you wish to add someone as a joint applicant you will need to complete section 2.

Full Name	Date of Birth	Gender	Relationship to you	Is this person currently living with you?

If the person you are adding is under 16 years old we will require:

**Their full birth certificate or
Tax Credit or Child Benefit letter (this must state their name)**

If the person you are adding is over 16 years old we will require:

**1 form of identification (preferably photographic)
Proof of National Insurance Number
Proof of current address
Proof of all income (including a recent bank statement)**

Removing People

Complete this section for removing anybody that is currently on your application (e.g. ex-partner, family members no longer moving with you)

Full Name	Date of Birth	Gender	Relationship to you

If the person you are removing is a joint applicant they will need to provide their signature to confirm they wish to be removed from the application:

Signature: _____ Print Name: _____

Section 4 – Changing Your Name

Your previous name:

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Master ☐ Other ☐

First Name(s):

Surname:

Your new name:

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Master ☐ Other ☐ _____

First Name(s):

Surname:

Reason for change:

Change by Deed Poll ☐

Marriage ☐

Divorce ☐

Other (please specify) ☐ _____

We will require proof of this change (e.g. marriage certificate, name change deed)

Section 5 – Any Other Changes

Please provide details of any other changes you need to make to your housing application and provide proof of these changes if necessary.

Section 6 – Signatures

You are responsible for the information on this form and must sign this declaration – even if someone else has filled in the form for you. Please ensure that the joint applicant also signs this form, if applicable.

I confirm that the details I have given on this application are true and correct. I understand that if I have knowingly or recklessly given any false information or have not given information which would affect my application, Rykneld Homes will not process my application form, may take legal action against me, and Rykneld Homes/partner landlords may, by law, end my tenancy.

Have you or anyone else who wants housing with you received an Anti-Social Behaviour Order, ASBO?

Yes ☐ No ☐

If yes, please tell us why they got it:

Have you or anyone else who wants housing with you ever been convicted of a criminal offence?

Yes ☐ No ☐

If yes, please tell us who has the criminal conviction, full details of the offence and dates of conviction:

Main Applicant Signature:

Date:

Joint Applicant Signature:

Date:

Please ensure you have provided all supporting documents necessary.

You can either take this form to any Area Housing Office or One Stop Shop, where staff will photocopy and verify the information you have provided, or you can send the form and the original documentation to:

**Choice Move Team
Rykneld Homes Limited
Pioneer House
Mill Lane
Wingerworth
Chesterfield
S42 6NT**

Any proof of identification that we receive will be returned by recorded delivery. Please ensure that we have your correct postal address.

If you have any queries or are unsure of what documentation you need to provide please contact the Choice Move Team on 01246 217650.