



**Broxtowe  
Borough  
COUNCIL**

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Date Sent:

## CRISIS AND RESILIENCE FUND HOUSING PAYMENT QUESTIONNAIRE

### Personal Details

Name:	
Address:	
Postcode:	
Tenancy start date:	
Tenancy end date:	
Number of Bedrooms	
Date of Birth:	
Reference:	
Email Address:	
Telephone no:	

Current weekly rent: £ \_\_\_\_\_  
Amount of Housing Benefit /Universal Credit Housing Element in payment: £ \_\_\_\_\_  
Shortfall: £ \_\_\_\_\_

**\*\* Please provide a copy of your tenancy agreement confirming this amount if you rent from a Housing Association or a Private Landlord\*\***

Do you require help with Rent in Advance/ Rent Deposit to move into a new property? yes  no

If yes, how much do you require: £ \_\_\_\_\_ **\*\*\*Please provide confirmation of this amount\*\*\***

Please advise if you will receive any monies back for Rent Deposit for your current property once the tenancy ends? yes  no  If so how, much? \_\_\_\_\_

**Please note:**

\* Applications for Rent in Advance or Rent Deposit will only be considered if you are currently receiving Housing Benefit or Universal Credit with the Housing Element for your existing property. Applications must be submitted prior to signing the tenancy agreement and moving in.

\* If a payment is awarded, a letter will be issued to the applicant confirming this. Payment will be made directly to the landlord upon receipt of the signed tenancy agreement and submission of the Change of Address form.

Do you require help with Moving Costs into a new property? yes  no

If yes, please provide copies of x3 Moving Costs quotes which clearly detail the amount to be charged, the work involved and the company/organisation's name and address. Please also note the quotes should be dated within the last month.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What was your previous address?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why did you move? \_\_\_\_\_

Was this a council property? yes  no

What was your weekly rent? £ \_\_\_\_\_

Did you receive housing benefit? yes  no

If yes, how much? \_\_\_\_\_

Did you ask how much Housing Benefit/Universal Credit Housing Element you may receive or look at the Local Housing Allowance rates before moving?

yes  no

If no, why not? \_\_\_\_\_

Have you tried to negotiate a lower rent with your landlord? yes  no

If yes, what was the outcome? \_\_\_\_\_

If no, why not? \_\_\_\_\_

How much notice must you give your landlord? \_\_\_\_\_

What are your current rent arrears? £ \_\_\_\_\_

**\*\*Please provide confirmation of this amount dated within the last month\*\***

Is there a risk of you becoming homeless? yes  no

Have you been served with a notice to quit? yes  no

Please provide a copy of this.

If yes, what date must you leave the property by? \_\_\_\_\_

Have you considered moving to cheaper accommodation? yes  no

If no, please advise why not. If yes, what have you done?

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Are you on a Council/Housing Association waiting list? yes  no

If you are registered on the Council's Housing Waiting list have you been issued with a bidding number and are you actively bidding on properties? yes  no

If no, why not? \_\_\_\_\_

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Have you been offered any properties? yes  no

If yes, why did you not accept the property?

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If you have received a Crisis and Resilience Fund Housing Payment previously and it was advised that you should register on the Council's Housing Waiting List, but you have not done this, please advise why not.

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### ***Details of Relationships and Dependents***

Is there anyone else who could help you with the rent? yes  no

If yes, please state who: \_\_\_\_\_

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Does anyone else live with you? (e.g. adult children/lodgers) yes  no

If yes, please state their name, date of birth and weekly income:

1. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ £

2. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ £

3. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ £

4. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ £

How much do they contribute towards your rent/household expenses?

1. £ \_\_\_\_\_ per week 3. £ \_\_\_\_\_ per week

2. £ \_\_\_\_\_ per week 4. £ \_\_\_\_\_ per week

Are they willing to help further? yes  no

If they do not contribute towards the rent/household expenses, please advise why not

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If you have children, where are they going to nursery/school/college?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Do you pay any childcare costs? yes  no

If yes, please give details and provide confirmation of these amount/s:

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Do you or any of your family have disabilities/health problems? yes  no

If yes, please state below who has the disabilities/health problems and what they are;

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Please confirm if these disabilities/health problems require you to pay any Care Costs. If so, please state the amounts and what they are for. i.e. home-help, overnight carer etc.

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Has the property been adapted for these disabilities? yes  no

Has there been a death in your home in the last 12 months? yes  no

If yes, please state their relationship to you:

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Why did you choose your present accommodation?

(e.g. close to family, shops etc.)

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**PLEASE GIVE DETAILS OF YOUR INCOME:**

All benefits should be entered in full and will be taken into account when considering your application. Any deductions (e.g. social fund loans) should be listed as expenses. Please specify the frequency of payments e.g., weekly, monthly etc.

<u>ITEM</u>	<u>AMOUNT £</u>	<u>FREQUENCY</u>	<u>OFFICE USE</u>
Net earnings (after income tax and national insurance)			
Jobseeker's Allowance			
Universal Credit *			
Personal Independence Payment			
Retirement Pension – self			
Retirement Pension – partner			
Pension Credit			
Private Pension			
Widowed Mothers Allowance			
Carers Allowance			
Attendance Allowance			
Personal Independence Payment			
Child Benefit			
Maternity Benefit			
Statutory Sick Pay			
Maintenance received			
Monies from Household Members			
Student grant(s)			
Charitable/voluntary payment			
Other (please specify)			

Please state the total value of all your savings and investments e.g. bank, building society etc.:

Total value: £ \_\_\_\_\_

**PLEASE GIVE DETAILS BELOW OF ALL YOUR EXPENSES:**

This is your opportunity to give full details of where you spend the money you receive. It is important that you think about this carefully and are as accurate as possible.

Where you do not have actual figures please give your best estimate e.g. if you have not yet had a gas bill.

**\*\* Please specify amount and frequency of payments e.g., weekly, monthly etc.\*\***

<b><u>HOUSEHOLD</u></b>	<b><u>AMOUNT £</u></b>	<b><u>FREQUENCY</u></b>	<b><u>OFFICE USE</u></b>
Rent (after benefit)			
Council tax (after benefit)			
Contents insurance			
Water rates			
Electricity			
Gas			
Solid fuel heating			
Pets			
Telephone - landline			
Telephone - mobile			
Food			
Household items e.g. washing powder, cleaners			
Clothing			
Care needs – please specify: e.g. personal care, cleaning, gardening, costs to help with everyday living etc.			
Other personal expenses – please specify:			
Other general expenses – please specify:			

<b><u>TRANSPORT</u></b>	<b><u>AMOUNT £</u></b>	<b><u>FREQUENCY</u></b>	<b><u>OFFICE USE</u></b>
Bus fares			
Taxis			
Petrol			
Motor vehicle tax			
Motor vehicle insurance			

<b><u>FINANCIAL MATTERS</u></b>			
Hire Purchase			
Bank Loan			
Overdraft			
Credit Card repayments (minimum amount due)			

<b>FINANCIAL MATTERS</b>			
Maintenance Payment Order			
County Court Order			
Other Fines			
Social Fund Loan/Budget Loan			
Life Insurance			
Catalogue Payments			

<b>ENTERTAINMENT</b>			
TV Subscriptions			
TV licence			
Cinema/Theatre/Days Out etc.			

**ARREARS**

If you have any other debts which you are not currently making payments for or debt repayments attached to your benefits, please give further details.

**\*\*Please note you will need to provide confirmation of these debts dated within the last month and confirm when the last payment/s are due \*\***

<u>TYPE OF DEBT</u>	<u>BALANCE (£)</u>	<u>PAYMENT (£)</u>	<u>FREQUENCY</u>	<u>LAST PAYMENT</u>

If you have any debt repayments attached to your benefits, please detail these below:

<u>TYPE OF DEBT</u>	<u>TOTAL AMOUNT OWED (£)</u>	<u>AMOUNT DEDUCTED</u>	<u>FREQUENCY WEEKLY/MONTHLY</u>

Please be aware, if an award is made, payments are generally made direct to your landlord; Therefore, please provide the following information which may be used if an award is made:

Landlords/ Lettings Agents Account Name: \_\_\_\_\_  
 Landlords/ Lettings Agents Sort Code: \_\_\_\_\_  
 Landlords/ Lettings Agents Account Number: \_\_\_\_\_  
 Landlords/Lettings Agents Name and Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please also provide your bank account details for reference if it is decided a payment should be made direct to you:

Account Name: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

### ***ABOUT YOUR RENT***

If you are in arrears with your rent, please give a full explanation below as to when and how these accrued. Also confirm whether the arrears are from your previous or current tenancy.

**\*\*Confirmation of these arrears, dated within the last month, must be provided as detailed on page 4 of this application form \*\***

Amount of rent arrears: £ \_\_\_\_\_

Explanation:

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Using the space below, tell us the hardship you will suffer if you are not awarded any extra money towards the payment of your rent. Also, please give details of any exceptional circumstances you consider currently exist.

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A Crisis and Resilience Fund Housing Payment is generally a short-term .

How long do you consider you will require this type of payment for?

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And, if you have not considered moving, please advise how you consider you will be able to sustain the tenancy in the long term from your own income without additional financial help?

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**If you are in receipt of Universal Credit please send in confirmation of your current tenancy agreement and a copy of your Universal Credit Award with the Housing Element Award dated within the last month. Please note it may be necessary to provide additional Universal Credit information once your application has been received**

***Please Note:***

- Payments are discretionary and will generally be paid directly to the Landlord/Letting Agents if awarded.
- If you wish to provide further information in support of your application, please enclose it when returning your application.
- Evidence/further information may be requested for any details/expenses given within your application. If this information is not provided within the notified timescales, your application may be withdrawn.
- If a Rent In Advance/Rent Deposit payment is awarded, a letter will be issued to the applicant confirming the awarded amount. Payment will be made directly to the landlord upon receipt of the signed tenancy agreement and submission of a Change of Address form.

***Obtaining further financial advice***

If you are struggling to pay day-to-day bills, or keep up with loan repayments or other financial commitments and require further help and advice, the Money Advice Service (MAS), is a free, confidential and impartial independent on-line service set up by the government to help people manage their money better and includes information on where local advice can be obtained. To access this online service please use the link shown below;

[www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk)

If you do not have internet access, please contact the Council for further assistance to use this service.

Please sign and date the declaration.

I confirm that the information given is correct to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***Please return your completed application form and supporting information/evidence to:***

Quality & Control Section  
Deputy Chief Executive's Department  
Broxtowe Borough Council  
Council Offices  
Foster Avenue  
Beeston  
Nottingham  
NG9 1AB

Or email the completed form to : [Qualityandcontrol@broxtowe.gov.uk](mailto:Qualityandcontrol@broxtowe.gov.uk)

***Privacy Notice***

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