

Housing Application Update Form

Form C

Complete this form if your circumstances have changed since you made your original application to join our register.

Filling in this form:

Answer all the questions on this form and tick the relevant boxes

Part 1: Name and address

Application number

Applicant's name:

Address:

Home phone:

Mobile phone:

Email address:

Part 2: your household

Please tell us about yourself and all the people who are permanent members of your household and are PART OF YOUR APPLICATION. Put your details in the first line of the table

Title	Last name	First Name	Relationship to you	Date of birth	Sex	Nationality
				/ /		
				/ /		
				/ /		
				/ /		
				/ /		
				/ /		

Have you moved?

No

Go to Part 4

Yes

Complete Part 3

Part 3: please tell us about your new home

What date was the move

What type of property is it? House Bungalow Flat
 Bedsit/studio flat Maisonette Mobile home or caravan
 Hostel, guest house, hotel
 Other (eg no fixed abode) please enter description

How many bedrooms does it have?

Please use this section to tell us about the property you live in now

Please tick one of the following:

Are you? a council tenant a housing association tenant? a private tenant?
 living in accommodation tied to your employment? sharing accommodation with others an owner-occupier?
 in armed service accommodation? a young person in the care of Herts County Council?
 other (please give details)

If you hold a tenancy contract please give us the name and address, phone and email address of your landlord.

Landlord details

Name:

Address with postcode:

Telephone number:

Email:

Do you share facilities? Yes No

If yes, do you share? Kitchen Bath or shower Toilet

Part 4: please describe your sleeping arrangements

	On which floor is this room?	How many people sleep in this room?	What are the dates of birth of the people who sleep in this room?	How are these people related to you?
Bedsit or studio flat				
Bedroom one				
Bedroom two				
Bedroom three				
Bedroom four				
Bedroom five				
Living room 1				
Living room 2				
Other rooms				

What was the type and size of property you occupied before moving into your current home?
 For example two bedroomed third floor

Part 5: your previous homes

Please tell us about the other homes you have lived in for the last five years (start with where you live now). If you need more space please use another sheet of paper and sign and date it.

Address including postcode				
When did you move in?	Month	Year	When did you move out?	Month Year
Tenant, home owner etc				
Why did you leave?				

Address including postcode				
When did you move in?	Month	Year	When did you move out?	Month Year
Tenant, home owner etc				
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Address including postcode				
When did you move in?	Month	Year	When did you move out?	Month Year
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When did you move in?	Month	Year	When did you move out?	Month Year
Tenant, home owner etc				
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Address including postcode				
When did you move in?	Month	Year	When did you move out?	Month Year
Tenant, home owner etc				
Why did you leave?				

Have you ever held a tenancy at any other time with a council or housing association?

Yes No

If yes, please give details:

Landlord:

Address including postcode				
When did you move in?	Month	Year	When did you move out?	Month Year

Part 6: anything else you need to tell us?

Please use the box below to tell us if there are any other changes, or anything else that you would like us to know about your housing application.

Part 7: proofs required

Please use this checklist to make sure that you have given us all the proofs of identity and address that we need. This includes proof of identity for all new household members, including children, and proof of address for everyone over 16. We may need other proofs, depending on your change of circumstances. Please see 'proof of circumstances – 'A Brief Guide'

If you do not provide all the required proofs with this update form, we will return your form and proofs back to you. Your application will not be updated until you have sent the form back with all the required proofs to update your application. We only accept original documents

please tick

Two proofs of identity for each new household member on the application over 16, and one proof for all others.

Two proofs of address at your new home, these must be dated within the last six months for each applicant and each person over 16 on the application.

Passport and immigration papers if needed.

Part 8: declaration

This declaration must be signed by the main applicant and second applicant (if applicable).

I declare that this information I have given on this form is correct and complete I authorise the council to make any necessary enquires to check that the information is true and correct.

	You	Second applicant
Signature		
Date	/ /	/ /

If you are filling in this form on behalf of someone else, please tell us your name and address and relationship to the applicant, and then sign and date the form below.

Name	Address	Relationship to applicant	Signature	Date
				/ /

Bring your completed form together with all the proof we ask for to the Customer Service Centre at Daneshill House, where we will photocopy your proofs and return them to you straightaway. If you cannot bring your form and proof to us in person, you can post them to us at the address below. We are not responsible for your original documents.

Central Administration Team
Stevenage Borough Council
Daneshill House
Danestrete
Stevenage
Hertfordshire SG1 1HN

Please make sure that you get a receipt for all your documents

