



## HOUSING BENEFIT

### REQUEST FOR BENEFIT ON TWO HOMES

**Name:** \_\_\_\_\_

**Case Reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<p>Old Address _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>New Address _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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1. What period do you require benefit on two homes for? From \_\_\_\_\_ To \_\_\_\_\_

2. Have you moved into your new address? Yes  No   
If **yes**, from what date. \_\_\_\_\_

3. What date does your tenancy end at your old address? \_\_\_\_\_

4. Does the term of the tenancy at your old address require you to give your landlord a period of Notice? Yes  No   
If **yes**, please provide evidence of this.

5. Please explain why you could not avoid having to pay rent at both properties, including why you had to move from your old address before your tenancy had ended.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please provide documentary evidence to support your request**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please return the completed form to the above address.

## Guidance Notes

### Housing Benefit on two homes

Housing Benefit is normally only paid on one home – the one in which you live. This is because most people plan a move in advance and take reasonable steps to avoid being liable to pay rent on two homes at the same time. Therefore, benefit on two homes is only paid in exceptional circumstances.

Benefit on two homes (also known as overlapping benefit) is paid when someone moves into a new property and must still pay rent on their old property.

We can only pay Housing benefit on two homes when **both of** the following 2 conditions are met: -

- You have moved into your new home and you remain liable for rent on your old home
- Your liability for rent on both homes could not reasonably have been avoided

If we are satisfied that you meet these two conditions, we may be able to pay Housing benefit on both homes for a period up to a maximum of 4 weeks.

If you take on a new tenancy but choose not to move in straight away, because you want to decorate first, for example, then we cannot pay benefit on two homes in this circumstance.

**Please ensure that you provide the appropriate supporting documentary evidence with your application i.e. a letter from your landlord that your rent liability is unavoidable.**

**If you do not provide the appropriate supporting documentary evidence, it could delay a decision being made.**