

# Change of Circumstances Form



Ref no:

Name:

Address:


Form supplied by:


You must complete this form if there have been any changes to your circumstances since completing your Durham Key Options Housing Application.

If you need help completing this form, or using the Durham Key Options scheme, please contact us and tell us what we can do to help.

## Change of address

Complete this section if your address has changed or is going to change.

New address 	Date of move	Property type and size (for example 2-bedroom house)	New contact number	Name and address of landlord	Council tenant	Private landlord	Housing association	Owner occupier	Lodger/living in	Other (please specify)
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 We may need to see proof.

## Your household


If the people in your household have changed, please give details below:

Full Name	Date of Birth	Male/ Female	Relationship to you	Is this person living with you now?	Will this person need rehousing with you?



## Additional applicants

If you wish to add a **joint applicant**, please provide their details below:

Name 	Male/ Female	Date of birth	Relationship to you	National Insurance Number	Contact telephone Number

Please state where the joint applicant has been living for the past 6 years, including your current address (continue on a separate sheet if needed):











Address	Date moved in	Date moved out	Reasons for leaving	Amount of any arrears still owed	Name and address of landlord	Council tenant	Private landlord	Housing association	Owner occupier	Lodger/living in	Other (please specify)
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



We will need to see proof.

## Reasons why you want / need to move home


Please tell us why you are applying to move home (tick all the boxes that apply).

<input type="checkbox"/> Asked to leave by landlord	<input type="checkbox"/> Harassment 	<input type="checkbox"/> Property too small
<input type="checkbox"/> Asked to leave by family/friends	<input type="checkbox"/> To give or receive care or support 	<input type="checkbox"/> Relationship breakdown (non-violent)
<input type="checkbox"/> Cannot afford rent/mortgage/upkeep of your home 	<input type="checkbox"/> Loss of tied accommodation	<input type="checkbox"/> Release from prison 
<input type="checkbox"/> Leaving local-council care 	<input type="checkbox"/> Need to move on from supported accommodation	<input type="checkbox"/> To be nearer to work/training 
<input type="checkbox"/> Discharge from hospital 	<input type="checkbox"/> Property to be demolished in regeneration area	<input type="checkbox"/> To live independently
<input type="checkbox"/> Domestic violence/abuse 	<input type="checkbox"/> Homeless	<input type="checkbox"/> To move nearer to special facilities such as a school/hospital 
<input type="checkbox"/> HM Forces discharge 		


Property unsuitable due to ill health/disability/mental health problem.  
**Please also complete the Medical Assessment Form (ask your housing partner)**


Property unsuitable due to poor conditions (only if you are a private tenant or own the property)

Other (please state)


If you must leave your current home, tell us why, and the date you must move out: 


## Armed and Reserve Forces

Have you been discharged from HM Forces within the past 5 years (having served 3 years or more, or been medically discharged)?  Yes  No

Are you currently serving in the Armed or Reserve Forces, or Former Reserve Forces, needing to move due to an injury or medical condition as a result of your service (and your current accommodation is no longer suitable)?  Yes  No

Dates of service: From \_\_\_\_\_ To \_\_\_\_\_

Are you a bereaved spouse/civil partner of a member of the Armed Forces killed in service and needing to leave Services Family Accommodation?  Yes  No

 We will need to see proof.

Do you wish to change the property type you are applying for?

Yes  No

If 'yes', what type of accommodation do you need, eg house, bungalow, flat?

How many bedrooms do you need?

(We will assess your request in line with the Durham Key Options Letting Policy.)

## Medical / welfare

Have there been any changes in your medical or welfare needs since submitting your Durham Key Options Housing Application?

Yes  No

(If you tick 'yes' we will send you a medical assessment form to complete and return).

## Any other changes

Tell us about any other changes you think may affect your application, such as a change of name or removing a joint applicant.

## Declaration

I/We have read the summary of the Durham Key Options Letting Policy and I/we understand the following:

- If I/we give information that is incorrect or incomplete, you may take action against me.
- It is an offence to give false information or withhold information relevant to my/our application and that if I/we do so, I/we could be liable to a fine of up to £5,000 under section 171 of the Housing Act 1996.
- Durham Key Options could take steps to withdraw an offer of accommodation or seek possession of a tenancy that has been granted because of a false statement that I/we have made or that anyone acting on my/our behalf has made.
- Everyone has the right to live safely and peacefully without worrying about being annoyed or harassed. Anti-social behaviour means behaviour that causes or is likely to cause fear, alarm or distress. I/We agree that I/we will not be involved in any such anti-social behaviour or any criminal activity, as described above, if offered a tenancy.
- If accommodation is offered through Durham Key Options, I/we must keep to the conditions of the tenancy agreement I/we have with that partner landlord.
- Durham Key Options will verify the information I/we have given in this form with agencies like the police, social services, other local authority departments, the probation service, doctors, landlords and any other relevant person, if they wish to do so, as allowed by law.
- On occasion, I/we may receive a message from Durham Key Options by email or text but only for the purpose of notifying of policy changes, or to advise that properties I/we have expressed an interest in, are available to let.
- It is my/our responsibility to notify Durham Key Options about any change in my/our circumstances, which might affect my/our application for housing.

### Main applicant

Signature	Print name	Date
-----------	------------	------

### Joint applicant

Signature	Print name	Date
-----------	------------	------

