

Change of Circumstances

Surname:..... Forename:.....

Address:

..... Postcode:.....

Telephone No:..... Mobile No:.....

Date of change of circumstances.....

Please choose from list below:

Have you changed, or about to change address? Date moved in?.....

Old Address:.....

New Address:.....

If your landlord is not Braintree Council you will need to provide a tenancy agreement.
 You may need to complete an additional form (L1).

Is your income the same? Yes No

Is everybody moving? If no answer question below

If receiving Income Support or Jobseekers Allowance, have you told the DWP?

Have you told the Council Tax you are moving?

Have you started working?

You will need to provide 5 weekly / 2 monthly wage slips. (or we can ask your employer to complete a 'Certificate of Employment' Form - you will need to ask us to do this, as soon as possible)

Are you working more or less hours?

You will need to provide wage slips to show your new rate of pay.

Has someone else started working?

What is their name?..... You will need to provide their wage slips.

Average hours worked per week.....

Have you changed your job?

Please give the full name and address of your employer:

Has someone moved in?

What is their name?..... Date of Birth.....

What is their Relationship to you?..... When did they move in?

If they are over 18, we need to see proof of their income.

Has someone moved out?

What is their name?..... When did they move out?.....

Forwarding address.....

Has a child left school?.....

What is their name?..... Leaving Date.....

What are they doing now?

Is there anything else you think we should know?

.....

Your Signature:.....

Date:.....

For Official Use Only
Forms Issued?