



Exeter City Council

**Change of Circumstances:
General**

Part 1

Telephone enquiry
01392 265440
Fraud Hotline
0800 328 63 40
Return this form to:
Housing Benefits Office,
Civic Centre
Paris Street
Exeter
EX1 1JW

For office use only
Reference:
Logged:
Office Stamp

Do you have a partner? Yes No

Your details

Your Partner's details

Name	
Title (Mr,Mrs,Miss)	
National Insurance Number	
Date of birth	

Name	
Title (Mr,Mrs,Miss)	
National Insurance Number	
Date of birth	

Address Include room or flat No.			
	Post code		
E-mail Address			
Home phone number		Mobile phone number	

Part 2

Tell us about your changed circumstances

When did / will this change happen?	
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Ensure that you tell us clearly what has changed. Remember to supply us with evidence so that we can amend your claim to reflect this change.

Part 3

If someone other than the person claiming has filled in this form please explain below:

I confirm that I have read each question to the person claiming benefit and I have accurately recorded their answers.

Name of person who filled in the form:

Relationship to person claiming:

I was asked to complete this form because:

Signature:

Declaration

Please read the statements carefully & sign below. We cannot deal with your claim if you haven't signed this declaration.

I understand the following:

The information I have given on this form is correct and complete. If I give information that is incorrect or incomplete, you may take action against me; this could include prosecution.

You will use the information I have provided to process my claim for Housing and or Council Tax Benefit. You can check the information with other sources as allowed by law. This includes sending a certificate of earnings direct to my employer if necessary.

You may give information to other organisations, such as government departments and local authorities as allowed by law.

I know I must let Exeter City Council know about any change to my household or financial circumstances.

Your Signature:..... **Your Partners Signature:**.....

DO NOT DELAY IN RETURNING THIS FORM even if you are waiting for more information to give us that will complete your claim