

**Dartford and Sevenoaks working together to deliver Revenues and Benefits Services**

**Crisis & Resilience Fund Housing Payments (CRF-HP) Form  
for Rent Deposit and Rent in Advance**

**Please read the important notes before you make a claim.**

Name:

Are you currently receiving:	Housing Benefit:	Yes / No
	Universal Credit Housing Costs	Yes / No

If yes, what is your Housing Benefit reference?

Current Address:

Day time phone number:

Email address:

Date of Birth:

National Insurance Number:

Address of the property you intend to move to:

Date you intend to move in:

Income: If you are not on a passported benefit then an Income and Expenditure form must be completed.

Why do you need to move home?

Please indicate which one you are applying for.

Rent in advance, or	Yes / No	Amount £
Deposit	Yes / No	Amount £

Have you received assistance from the Housing Team? Yes / No

If yes give the name of the Housing Officer:

Housing contribution (if applicable):

Will you be receiving any deposit back from your current landlord: Yes / No

If yes how much will you receive:

Will you be making any contribution towards your deposit or rent in advance: Yes / No

How much is your contribution:

Will you be applying for a CRF - HP for a shortfall in rent at your new address: Yes / No

**Please give us the new landlord or agents details**

Name

Address

Phone number: Email address:

Name of person or Company to be paid :

Bank:

Sort code: Account number:

Please use this box to provide any other information that may be of use in assessing your application

## Declaration

**Please read this declaration carefully before you sign and date it.**

### I understand the following

If I give information that is incorrect or incomplete, you may take action against me. You will use the information I have provided to process my claim for Crisis & Resilience Fund Housing Payments. You may check some of the information with other sources within the Council, rent offices and other Councils.

**I declare the information I have given on this form is correct and complete**

Signature:.....

Date:.....

Print full name:.....

**If the form has been filled in by someone other than the claimant, please complete below:**

Signature:.....

Date:.....

Name of person:.....

Relationship to person applying: .....

### Data Protection - how we collect and use information

All personal data is processed in compliance with the Data Protection Act 2018. We will not give information about you to anyone else, or use information about you for another purpose, unless the law allows us to. We may check information you have provided, or information that someone else has provided, with other information we hold. We may get information about you from certain third parties, or give them information to:

- Make sure the information is accurate
- Prevent or detect crime
- Protect public funds
- Make checks on undeclared co-habitors

These third parties include Government departments, local authorities and private sector companies such as banks and organisations that may lend you money.

Dartford Borough Council and Sevenoaks District Council are the data controllers. Any information you provide us will be treated in accordance with our Privacy Notice which can be found at [www.dartford.gov.uk](http://www.dartford.gov.uk) for Dartford residents or [www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk) for Sevenoaks residents.

Have you provided the following:

- Letter from landlord confirming rent in advance or rent deposit
- Income and expenditure form

### Income and Expenditure Form

Outgoings	Who do you pay?	Amount	How often is it paid?
Rent (amount not covered by HB or UC Housing costs)		£	
Council Tax		£	
Electricity		£	
Gas		£	
Other (please specify)		£	
Water rates/sewage		£	
TV licence		£	
Satellite, cable rental or digital TV		£	
Home phone		£	
Mobile phone		£	
Internet		£	
Household shopping		£	
Clothing		£	
Home Insurance		£	
Personal Insurance		£	
Pet Insurance		£	
Car Tax		£	
Car Insurance		£ £	
Petrol/Diesel		£	
Car Maintenance/MOT		£	
Transport costs (buses and trains)		£	
Maintenance payments paid out for children		£	
Childcare (the amount you pay after Government funding has been deducted)		£	
School Expenses		£	
Children's clubs		£	
Loans		£	
HP Payments		£	
Catalogues/Shopping clubs		£	

Credit Card		£	
Other		£	
Other			

Income	You	Your partner	How often is it paid?
Net earnings from employment	£	£	
Income Support, Jobseeker's Allowance, Employment and Support Allowance, Pension Credit or Universal Credit	£	£	
Working Tax Credit	£	£	
Child Tax Credit	£	£	
Maintenance/Child Support	£	£	
Child Benefit	£	£	
State Retirement Pension	£	£	
Private Pension	£	£	
Occupational Pension	£	£	
Incapacity Benefit	£	£	
Carers Allowance	£	£	
Disability Living Allowance (care component) or Personal Independence Payments (daily living)	£	£	
Disability Living Allowance or Personal Independence Payments (mobility component)	£	£	
Money received from family or friends	£	£	
Income from lodgers	£	£	
Other Benefits	£	£	
Other Income	£	£	

**Your debts that you are not making payment for**

**Please provide evidence of these debts.**

Who do you owe the money to?	How much do you owe?
	£
	£
	£

## Important notes please read

You may be able to get a Crisis & Resilience Fund Housing Payment (CRF - HP) to help meet rent in advance or a rent deposit. There are limited funds of CRF - HP available so we may not award the whole amount but make a contribution.

You should only apply for a CRF - HP for help with rent in advance or a rent deposit once you have found a property and the landlord or agent agrees that you can rent it. We can only give CRF - HPs to people receiving **Housing Benefit or the housing costs element of Universal Credit**.

**You must apply before you move and to the council that you currently live in. If you do not currently live in our district we cannot help you with a CRF - HP.**

If you are receiving, or are eligible to receive Universal Credit but don't get the housing costs element, you won't be able to get a CRF - HP to help with rent in advance or deposit.

If you currently receive Housing Benefit and need help to move to somewhere more suitable, you may be able to get a CRF - HP.

You will need to provide a letter from the new landlord detailing the address of the property, accommodation details, the amount of rent due and the amount of rent in advance and/or deposit required.

When awarding a CRF - HP for a rent deposit or rent in advance we will need to be satisfied

- That your intended property is affordable
- There is a valid reason to move home
- The deposit and/or rent in advance costs are reasonable