

Dartford and Sevenoaks working together to deliver Revenues and Benefits Services

Crisis & Resilience Fund Housing Payments Form for Removal Costs

Full Name:

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

If yes, what is your Housing Benefit reference?

Please note, you must be in receipt of one of the qualifying incomes to be eligible for assistance under the CRF-HP fund.

Date of birth:

National Insurance Number:

Current Address:

Day time phone number:

Email address:

Address of the property you are moving to:

Date of the move:

Did you receive any money from your Landlord for downsizing? Yes/No

If yes how much did you receive?

How much were the removal costs?

Please provide the invoice.

Has the removal costs been paid?	Yes/No
If yes who has paid them?	
Please provide evidence that they have been paid.	
Name of the person or Company the payment is to be paid too.	

Bank details for the person or the removal company the payment is being made to.
Bank Name:
Account Name:
Account Number:
Sort code:

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 for Dartford residents or www.sevenoaks.gov.uk for Sevenoaks residents.

Have you provided the following?

- **Invoice confirming the removal costs which must be in your name**
- **Receipts for payment of the rent in advance or deposit are not supplied, CRF-HP payments will be made directly to the removal company**