We need some more information

In your application for Housing Benefit/Council Tax Support you said that you have an interest in property which is not the property you are living in.
We need some more information about the property before we can decide how much benefit you could get.
Please answer the questions as if you were doing so on

If there have been any changes since this date, tell us on a separate sheet of paper.
When you have answered the questions, send this form back to us. Use the envelope we have sent you. It does not need a stamp.
If you have any recent papers to show how much the property is worth, please send them to us with this form.
This could be a valuation document or evidence of the sale of the property. We will send the papers back to you.
If you cannot send us anything to show how much the property is worth, we may have to arrange for the property to be inspected externally by an independent valuer.
The valuer will give an opinion about the value of the property. Please make sure you tell us everything about the property which may affect its value.
If you need any help to fill in this form, please get in touch with us. Our phone number and address are at the top of this page.
Part 1 | About the property

1. **Full address of the property.**
   If you have an interest in more than one property, tell us about the other properties on a separate form LA1 or answer all the following questions on a separate sheet of paper.

2. **Please tell us what type of property it is.**
   - House, bungalow or flat
   - Block of houses or flats
   - Shop or warehouse
   - Land
     - acres / hectares
   - Other – please explain

3. **Are you taking steps to dispose of the property or your share in it – for example, by selling it?**
   - No
   - Yes
   - If it is already for sale, when did you first take these steps?

4. **Is the property subject to divorce or dissolution of a civil partnership proceedings?**
   - No
   - Yes
   - What stage have the proceedings reached?
   - When did you leave the matrimonial home/home of the civil partnership?

5. **Do you intend to live in the property?**
   - No
   - Yes
   - When do you intend moving in?

6. **What is your interest in the property?**
   - Please tick one box.
   - **Freehold**
   - **Leasehold**
     - How long is the lease for?
     - What date did the lease start?
     - How much is the rent or ground rent, excluding VAT? £ every
     - Other
       - Please give details

Please send an Ordnance Survey plan of the land showing the boundaries.
Please send us proof that the property is for sale, such as estate agent’s sale particulars.
Please send details of any proposals, court orders or agreements affecting the property.
Please send a copy of the tenancy agreement.
Part 1 About the property continued

7 Is there a mortgage or other charge on the property?
- No
- Yes

Is there any mortgage arrears secured on the property?
- No
- Yes

Is any other debt secured on the property?
- No
- Yes

Are there any mortgage arrears secured on the property?
- No
- Yes

Is any other debt secured on the property?
- No
- Yes

How much is outstanding? £

Please send a copy of the latest mortgage statement.

How much are the arrears? £

How much is outstanding? £

Please send a copy of the latest statements etc.

8 Has planning permission been granted for any proposed changes to the property?
- No
- Yes

For example, the building of an extension.

Has planning permission been refused for any proposed changes to the property?
- No
- Yes

Please tell us about this on a separate sheet of paper.

9 Has planning permission been refused for any proposed changes to the property?
- No
- Yes

Please tell us about this on a separate sheet of paper.

Are there any legal restrictions on the property?
- No
- Yes

Please tell us about this on a separate sheet of paper.

10 Are there any legal restrictions on the property?
- No
- Yes

Please tell us about this on a separate sheet of paper.

11 Are there any tenants living in the property or using it for business?
- No
- Yes

Please tell us about them.

Names of all the tenants

Amount of rent you should get and how often it is payable

£ every excluding VAT

Length of tenancy

Date tenancy started

Please tick to tell us the type of tenancy.
- Assured
- Assured shorthold
- Protected business tenancy
- Other business tenancy
- Other residential tenancy

Please send a copy of the tenancy agreement, if you can.
12 Please tell us about anyone who
• lives in the property who is not a tenant, or
• uses it for business.

<table>
<thead>
<tr>
<th>Name of occupier/user</th>
<th>Person 1</th>
<th>Person 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do they live there?</td>
<td>No ☐ Yes ☐</td>
<td>No ☐ Yes ☐</td>
</tr>
<tr>
<td>Do they use it for business?</td>
<td>No ☐ Yes ☐</td>
<td>No ☐ Yes ☐</td>
</tr>
<tr>
<td>How long have they occupied the property?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship to owner or tenant if any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age if 60 or over or if under 19 and still in education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are they a lone parent?</td>
<td>No ☐ Yes ☐</td>
<td>No ☐ Yes ☐</td>
</tr>
<tr>
<td>Are they sick or disabled?</td>
<td>No ☐ Yes ☐</td>
<td>No ☐ Yes ☐</td>
</tr>
<tr>
<td>What social security benefits do they get, if any?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What date was this benefit paid from?</td>
<td>/ / /</td>
<td>/ / /</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of occupier/user</th>
<th>Person 3</th>
<th>Person 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do they live there?</td>
<td>No ☐ Yes ☐</td>
<td>No ☐ Yes ☐</td>
</tr>
<tr>
<td>Do they use it for business?</td>
<td>No ☐ Yes ☐</td>
<td>No ☐ Yes ☐</td>
</tr>
<tr>
<td>How long have they occupied the property?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship to owner or tenant if any</td>
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<td></td>
</tr>
<tr>
<td>What date was this benefit paid from?</td>
<td>/ / /</td>
<td>/ / /</td>
</tr>
</tbody>
</table>

13 Please tell us about the outgoings on the property.
If someone else is responsible for any of the following items, please get their permission to tell us this information.

<table>
<thead>
<tr>
<th>Amount and how often it is paid</th>
<th>Name of person who pays it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortgage</td>
<td>£  every</td>
</tr>
<tr>
<td>Ground rent</td>
<td>£  every</td>
</tr>
<tr>
<td>Council tax or business rate</td>
<td>£  every</td>
</tr>
<tr>
<td>Water charges</td>
<td>£  every</td>
</tr>
<tr>
<td>Rent charge</td>
<td>£  every</td>
</tr>
</tbody>
</table>

Please tell us about any other outgoings
£  every
### Part 2  About jointly owned property

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Further Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>14  Do you jointly own the property with anyone?</td>
<td></td>
<td></td>
<td>Go to Question 24 at the start of Part 3.</td>
</tr>
<tr>
<td><strong>Names of owners who would be entitled to a share in the proceeds if</strong></td>
<td></td>
<td></td>
<td>the property was sold (the beneficiaries).</td>
</tr>
<tr>
<td><strong>Names of legal owners of the</strong></td>
<td></td>
<td></td>
<td>the property who <strong>would not</strong> be entitled to a share in the proceeds if the</td>
</tr>
<tr>
<td><strong>property who would not</strong> <strong>be entitled</strong> to a share in the proceeds if</td>
<td></td>
<td></td>
<td>property was sold – for example, trustees or solicitors.</td>
</tr>
<tr>
<td>15  Are you a joint tenant (joint owner in Scotland)?</td>
<td></td>
<td></td>
<td><strong>No</strong></td>
</tr>
<tr>
<td><strong>This will apply to you if your share would increase automatically if</strong></td>
<td></td>
<td></td>
<td>one of the other owners were to unfortunately die.</td>
</tr>
<tr>
<td>16  Are you tenant in common (common owner in Scotland)?</td>
<td></td>
<td></td>
<td><strong>No</strong></td>
</tr>
<tr>
<td><strong>This may apply if the share is written down in a legal document. If</strong></td>
<td></td>
<td></td>
<td>it is written down, please send us a copy of the document.</td>
</tr>
<tr>
<td>17  Did you buy the property?</td>
<td></td>
<td></td>
<td><strong>No</strong></td>
</tr>
<tr>
<td><strong>Please explain how the property came into your possession (eg the</strong></td>
<td></td>
<td></td>
<td>property was left to you in a will; my son bought it for me)</td>
</tr>
<tr>
<td><strong>i) What was the original purpose of buying the property? (ie, the</strong></td>
<td></td>
<td></td>
<td>reason you originally bought it – as a home, an investment etc)</td>
</tr>
<tr>
<td><strong>ii) Did you purchase the property yourself? (ie, did you finance</strong></td>
<td></td>
<td></td>
<td>the property from your own savings or with a loan from a building society, bank etc.</td>
</tr>
<tr>
<td>18  What is the property used for at the moment?</td>
<td></td>
<td></td>
<td><strong>No</strong></td>
</tr>
<tr>
<td>19  Would any of the other owners be willing and able to buy your share?</td>
<td></td>
<td></td>
<td><strong>No</strong></td>
</tr>
<tr>
<td>20  Would any of the other owners be willing to sell the property as a</td>
<td></td>
<td></td>
<td><strong>No</strong></td>
</tr>
<tr>
<td>whole?</td>
<td></td>
<td></td>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td>21  Are there any agreements between the owners about selling the</td>
<td></td>
<td></td>
<td>If one of the joint owners wanted to sell, would they be likely to take legal</td>
</tr>
<tr>
<td>property, if one of the joint owners wanted to sell it?</td>
<td></td>
<td></td>
<td>action to force a sale?</td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td></td>
<td></td>
<td>Please tell us about this on a separate sheet of paper.</td>
</tr>
</tbody>
</table>
Part 2  About jointly owned property  continued

22 Has a share in the property ever been sold before?  
No ☐  
Yes ☐  
How much was it sold for? £  
When was it sold? / /  

23 Are there any court orders which affect the way the property is sold?  
No ☐  
Yes ☐  
For example, an order that the property must be sold as a whole. If a court order is being pursued, tick Yes.  
Please tell us about this on a separate sheet of paper.

Part 3  More about the property

24 Is there anything else that may affect the value of the property?  
No ☐  
Yes ☐  
For example,  
• the interior is derelict or sub-standard  
• restrictions on its sale  
• shared access or difficulties or restrictions on access  
• if services are provided  
• if a smallholding or land for personal use is attached to it (in addition to any garden)  
• if it is occupied only in part, (tell us which part).  
Please tell us about this in the box below.

25 What is your estimate of the value of the property at the date on the front of this form? £  

26 Do you give us permission to arrange for the property to be valued by an independent valuer, if necessary?  
No ☐  
Yes ☐  
If No, please tell us why.  
Remember that any valuation will be done by means of an external examination, in accordance with the Royal Institution of Chartered Surveyors (RICS) guidelines. It is important that you give us as much information about the property as possible so we can obtain an accurate valuation.

Part 4  Your declaration

I understand that if I give information that is incorrect or incomplete, I may be liable to prosecution or other action.

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

Your signature  
Date / /