



States of Guernsey Housing

Rent Rebate Scheme Application

This pack will tell you how to apply for the States of Guernsey Rent Rebate Scheme. Rent Rebate is a type of benefit. If you're entitled to Rent Rebate, Housing will pay part of your rent for you. You pay the rest directly to us or to the Guernsey Housing Association. You don't receive the money directly.

The Application Form Completion Notes will explain how to fill out your Application Form and what some of the words and phrases mean. If you have a question about the Form, you should find the answer in here.

You have to fill out the Application Form and send it back to us along with the proof we've asked for. By doing that you're formally applying for the Rent Rebate Scheme. If you don't send back all the documentation that you have to, you won't be assessed for Rent Rebate and you'll be charged the full Standard Weekly Rent for your property.

You have to complete every section. If one of the sections doesn't apply to you, put an X in the box at the top right hand side. If you don't do that, we'll have to call you and it will delay your application. You have to declare everything in this application. Providing false information is an offence.

The information you give us in this form will be used to assess you for Rent Rebate Scheme. It will also be used for Review of Tenancy purposes and to assess your eligibility for social rented housing.

There's a checklist on the page 11 – make sure you send us everything we need or we won't be able to process your application.

If you require advice or assistance please contact the Tenancy Management Team on 756550.

APPLICATION FORM COMPLETION NOTES

Introduction

Please complete the form clearly using **CAPITAL LETTERS and INK**. The form must be completed fully and accurately and all additional information required must be supplied with the application.

Your application will be considered under the States Housing (Rent and Rebate Scheme) (Guernsey) Regulations, 2005.

1. TENANT 1
You must provide all personal information for both TENANT 1 and TENANT 2. TENANT 1 is the person who'll be the primary tenant. That means if we have any questions or need to contact someone in the household, we'll be in touch with them first.
2. TENANT 2/PARTNER
TENANT 2 is a joint tenant. That is another adult who'll be equally responsible for the property. Usually TENANT 2 is the spouse or partner of TENANT 1. They will share equal responsibility for the rent, and we will contact them when we can't get in touch with TENANT 1.
3. ABOUT YOUR HOUSEHOLD
Your household is everyone that lives with you in social rented housing. 'Household' usually means tenants and their children who live with them (full time or part of the time). It may include people who regularly stay overnight at the property, even if only once a week. This could be a partner, friend or relative of you or someone else in the household.
4. HOUSEHOLD INCOME
This section covers income from employment, pensions, benefits, interest, maintenance payments or any other income which you will have to provide proof of. Note: Give us information about your GROSS income. That means the figure at the top of your payslip, before anything is taken off. Send us your wage slips covering the last two months. If you're paid weekly, that means you should send us eight wage slips. If you're paid monthly, send us two. You also need to send us your most recent end of year final wage slip. If you have a salary that changes a lot, please put 'variable' where it asks for your gross pay. We'll need to ask more questions about your income if that applies. If you claim a pension, include the details of the amount of money that goes into your bank account. We'll work with you to make sure that we're taking account of the amount of tax you pay. You'll be asked to prove your pension entitlement.

<p>Include income information for everyone in the household, and provide proof.</p> <p>You need to tell us about the incomes of all non-dependants (that's anyone over the age of 16 who's not in full time education and isn't a tenant) in Section 6.</p>
<p>5. SAVINGS AND CAPITAL</p>
<p>We need to know about any savings and investments. That means anything in the bank accounts of everyone in the household who is financially dependent on you, and anything like Premium Bonds, stocks, or shares. You also have to send us proof of anything you own. Declare any interest that you get from your savings. We need this information for you, your partner/joint tenant and any dependent children.</p> <p>You need to include bank statements from <u>all</u> accounts for the last three months for you, your partner/joint tenant and your dependent children.</p> <p>If you currently own property, you need to tell us here.</p> <p>We ask for this information so we can confirm that you have declared all your income to us. We also need to check that you remain eligible for social housing and/or rent rebate benefit and that your capital/savings are within our permitted 'nest egg' limits. Please see the Income Thresholds Policy and the Capital Sums Policy for further explanation as to how we will use this data.</p>
<p>6. CHILD CARE EXPENSES</p>
<p>If you and your partner/joint tenant are working and pay for childcare <u>whilst you are at work</u>, the cost might be counted as a deduction against your gross salary. If your child-minder is a family member or a friend, Housing will apply a small allowance which may reduce the amount of rent you are expected to pay. Please provide proof of this childcare.</p>
<p>7. ADDITIONAL INFORMATION</p>
<p>Complete this section with any information not covered elsewhere that you would like us to take into consideration when assessing your Rent Rebate Scheme application.</p>
<p>8. DECLARATION</p>
<p>The declaration needs to be read carefully and signed by every Tenant and adult member of the household.</p>

APPLICATION FORM

1. PERSONAL INFORMATION - TENANT 1			
Mr Mrs Miss Ms Other (please specify) _____			
Surname		First Name(s)	
Previous Names including maiden names		Date of Birth	
Social Security (GY) Number		Residential status (i.e. local, licenced)	
Address including postcode			
Home Telephone:		Mobile Telephone:	Work Telephone:
Email address			

2. PERSONAL INFORMATION - TENANT 2/PARTNER			
If there is no other tenant at the address mark an X here and don't fill in any other box in the section			
Mr Mrs Miss Ms Other (please specify) _____			
Surname		First Name(s)	
Previous Names including maiden names		Date of Birth	
Social Security (GY) Number		Residential status (i.e. local, licenced)	
Relationship to TENANT 1			
Home Telephone:		Mobile Telephone:	Work Telephone:
Email address			

3. ABOUT YOUR HOUSEHOLD

Apart from Tenant 2, who else lives with you? If there is nobody else mark an X here and don't fill in any other box in the section

Surname	First Name(s)	Date of Birth	Relationship to you	Are they: employed, unemployed, in receipt of benefit, or in full time education (state which)

If any of the people named above are about to leave education, please provide details:

4. REGULAR OVERNIGHT VISITORS

If nobody regularly stays overnight at the property mark an X here and don't fill in any other box in the section

Surname	First Name(s)	Date of Birth	Relationship to you	Are they: employed, unemployed, in receipt of benefit, or in full time education (state which)

5. HOUSEHOLD INCOME				
Are you EMPLOYED ? If yes, please provide details of all employment and enclose copies of your wage slips covering the last two months.		TENANT 1		YES NO
		TENANT 2/ PARTNER		YES NO
MAIN JOB	TENANT 1		TENANT 2/PARTNER	
Job title				
Employers name, address, telephone number, and email address				
Date employment started				
Gross Pay	£ Amount	Frequency	£ Amount	Frequency
Overtime or bonus payments	£ Amount	Frequency	£ Amount	Frequency
SECOND JOB	TENANT 1		TENANT 2/PARTNER	
Job title				
Employers name, address, telephone number, and email address				
Date employment started				
Gross Pay	£ Amount	Frequency	£ Amount	Frequency
Overtime or bonus payments	£ Amount	Frequency	£ Amount	Frequency
*** IF YOU HAVE ANY OTHER JOBS, ADD DETAILS AT SECTION 11 ***				

Do you receive PENSIONS? If yes, please provide details of all pensions received		TENANT 1		YES NO	
		TENANT 2/ PARTNER		YES NO	
	TENANT 1			TENANT 2/PARTNER	
Guernsey OAP	£ Weekly			£ Weekly	
UK Pensions	£ Weekly	£ Monthly	£ Weekly	£ Monthly	
Private Pension	£ Weekly	£ Monthly	£ Weekly	£ Monthly	
Employer's Pension	£ Weekly	£ Monthly	£ Weekly	£ Monthly	
Other (name): _____	£ Weekly	£ Monthly	£ Weekly	£ Monthly	
*** IF YOU HAVE ANY OTHER PENSIONS, ADD DETAILS AT SECTION 11 ***					
Do you receive BENEFITS? If yes, please provide details of all benefits received		TENANT 1		YES NO	
		TENANT 2/ PARTNER		YES NO	
	TENANT 1			TENANT 2/PARTNER	
Family Allowance	£ Weekly			£ Weekly	
Supplementary Benefit	£ Weekly			£ Weekly	
Unemployment Benefit	£ Weekly			£ Weekly	
Sickness Benefit	£ Weekly			£ Weekly	
Invalidity Benefit	£ Weekly			£ Weekly	
Rent Allowance	£ Weekly			£ Weekly	
Other	£ Weekly			£ Weekly	
Do you have any OTHER INCOME? If yes, please provide details of all other income		TENANT 1		YES NO	
		TENANT 2/ PARTNER		YES NO	
	TENANT 1			TENANT 2/PARTNER	
Bank interest/dividends	£ Monthly	£ Annually	£ Monthly	£ Annually	
Maintenance Payments	£ Weekly	£ Monthly	£ Weekly	£ Monthly	
Other	£ Weekly	£ Monthly	£ Weekly	£ Monthly	
You must provide proof of ALL income					

6. OTHER INCOMES				
Apart from Tenants 1 and 2, if there are no earners in the household mark an X here and don't fill in any other box in the section				
Name	Employer	Gross Pay	How often are they paid?	Signature of named person
You must include their most recent end of year final wage slip AND pay slips to cover the last two months				

7. SAVINGS AND CAPITAL	
Do YOU, YOUR PARTNER/JOINT TENANT AND/OR YOUR DEPENDENT CHILDREN have any SAVINGS OR INVESTMENTS ? All savings and investments must be declared, and you have to provide proof.	YES NO
Total amount of SAVINGS	£
Details of savings Include: whose name they are held in and the source of the money	
Total value of INVESTMENTS	£
Details of investments Include: whose name they are held in and the source of the money	

8. PROPERTY AND LAND			
Does anyone in the household own PROPERTY OR LAND ? If yes, please provide details of all property or land			YES NO
Name of person who owns the property or land		Approximate value of property or land	
Address of property or land			
You must provide proof of property ownership			

9. MAINTENANCE PAYMENTS

If you do not pay any Court-ordered maintenance payments mark an X here and don't fill in any other box in the section

Name of person who pays the money

Name of person who receives the money

Amount

Frequency

You must provide proof of maintenance payments

10. CHILD CARE EXPENSES

If you do not pay for child care whilst you are at work mark an X here and don't fill in any other box in the section

Name of person/ organisation who looks after child(ren) and their relationship to you

Name(s) of child(ren) looked after

Hours per week of child minding/pre-schooling

Is the child-minder registered with HSSD

YES

NO

Address and contact details of childminder

You must provide proof of this childcare

11. ADDITIONAL INFORMATION

Please detail any further information you wish us to consider:

12. DECLARATION

I/We declare that the information giving in this application is true, complete and accurate in accordance with The States Housing (Rent and Rebate Scheme) (Guernsey) Regulations, 2005, as detailed below (hereafter the Regulations).

I/We undertake to notify you within seven days, and in writing of any change in my/our circumstances that may affect Rent Rebate entitlement in accordance with the Regulations.

I/We understand that deliberately supplying false information is fraud, and it may result in a cancellation of all or part of my/our Rent Rebate and/or prosecution, as detailed below with regard to the Regulations.

I/We understand that I must provide all the information requested in this form. I/We acknowledge the rights and responsibilities of Housing with regard to the Regulations.



Housing processes personal information in order to carry out the functions of the Committee for Employment and Social Security that relate to the provision of accommodation. Information collected will depend on your business with us, but will be no more than is required for that purpose. We may get information about you from others for any of our purposes if the law allows us to do so. We will share information with Social Security and the Guernsey Housing Association to the extent necessary to discharge our responsibilities as co-provider of social rented, sheltered and extra care housing. Any personal information you give to us will be processed in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2001. If you wish to know more about the information we have about you, or about the way we use it, you can ask at the Office for Employment & Social Security.

I/We give consent for you to contact my/our employer(s) and/or Social Security to confirm my/our earnings/income (including overtime and bonuses).

I/We understand that if I/we deliberately or recklessly give false information to Housing or withhold information from Housing in connection with this application then, according to s11 and s12 of the Regulations:

- I/we will be guilty of an offence
- I/we may be liable for prosecution. A custodial sentence/fine may be imposed

I/We understand that incomplete application forms will be returned and that the household will be liable to pay Standard Weekly Rent until such a time as the complete information is supplied to Housing.

	TENANT 1	TENANT 2/PARTNER
SIGNATURE		
PRINT NAME		
DATE		

CHECKLIST

Please confirm that you have enclosed (where applicable) the following information by placing a tick in the right hand box.

If you don't include the information we've asked for, or if you haven't completed every section in the form, we can't consider your application. Until we have everything we need you will have to pay the full standard weekly rent for your property. Please help us by making sure you've included all of the documentation you should.

We do not backdate Rent Rebate payments.

MAKE SURE THAT EVERY SECTION HAS BEEN COMPLETED.

PROOF	✓
Wage slips for everyone in the household showing gross income covering the last two months (i.e. eight slips if paid weekly, two if paid monthly)	
End of year payslip for everyone in the household	
Confirmation of all pensions received (paperwork showing who this is paid by and the amount received)	
Confirmation of all benefits received (paperwork showing who this is paid by and the amount received)	
Confirmation of any other income	
Full details of any property ownership	
Confirmation of all savings and investments	
Confirmation of all maintenance payments	
Bank statements from all bank accounts for everyone in the household	
End of year payslip for anyone else in the household	
Confirmation of paid child care	
Signed declaration	

Conditions of Entitlement

Certain changes will affect the amount of rebate that you are entitled to. It is therefore important that you inform this office immediately of any changes in your circumstances and those of anyone in your household. If you have any doubts or queries about what information must be reported, please telephone a Tenancy Management Officer on 717211, or email tenancymanagement@gov.gg

The following things can affect how much Rent Rebate you are entitled to and therefore how much rent you are charged. This list is not exhaustive.

- Someone moving in or out of the property. This includes births, deaths and going into hospital, prison or care.
- A change in gross income (before tax and insurance is deducted) of anyone living in the property.
- A change in Benefit amount (other than the annual increase) of anyone living in the property
- Receiving a pension and/or changes in the amount of pension received of anyone living in the property.
- Anyone living in the property receiving and stopping receiving maintenance payments and changes to amounts received.
- Anyone living in the property doing any overtime.
- Anyone living in the property receiving a bonus.
- Anyone living in the property receiving compensation
- Anyone living in the property receiving redundancy.
- Anyone living in the property receiving an inheritance
- Anyone living in the property getting £100 or more - for example, but not limited to, proceeds of gambling.
- Anyone in the property owning property or land.
- If anyone living at the address starts or leaves full time education.
- Savings

What happens next?

Housing is committed to ensuring that every tenant receives their full rent rebate in a timely manner. As long as you send us everything we've asked for, we aim to process your application within ten working days.

It's important you get this form to us as soon as possible. If you're late, you might miss out on benefit that you're entitled to. We'll check that you've filled everything in and contact you if we think you've missed something – but that will mean that your application is delayed.

Once we process and check the application, we'll send you a letter letting you know what your new Rent Rebate is, and what your new rent will be. We'll do that even if there's no change. You need to check the details on the letter to make sure that the correct information has been used. If the information is not correct you must contact us immediately or you may be claiming a benefit you are not entitled to.

Payment mandates

In order to make paying your rent as easy as possible, please fill in one of the forms on the next two pages if you don't already pay by one of these methods. These forms will make payment automatic, and should help make sure you don't get into arrears.

Rent Direct From Social Security

I/We

Living at

authorise Social Security to make rent payments direct to Housing with effect from (*this includes non-dependant charges*) and I also give my permission for Supplementary Benefit to discuss details of my claim and mandate with Housing.

In addition to my rent, as above, please also pay Housing the sum of £____.____ per week towards my arrears as follows: -

Rent £____.____

Maintenance £____.____

Court Cost Account £____.____

Please make these payments until further notice.

Name of Tenant

DOB:..... Date..... Signature

Name of Joint Tenant/Partner

DOB:..... Date..... Signature

For office use only : -

Rent £____.____

TRP £____.____

Insurance £____.____

Water £____.____

Waste Water Charge £____.____

Non-Dependant Charges £____.____

Parking £____.____

Total Rent £
=====

Total payable to Housing (*including arrears agreements*) £____.____

STATES OF GUERNSEY HOUSING

Please fill in the whole form including official use box using a ball point pen and send it to:

Housing
Edward T Wheadon House
Le Truchot
St Peter Port
GUERNSEY
GY1 3WH

Name(s) of account holder(s)

Bank/building society account number

--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Reference (to be completed by Housing)

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Instruction to your bank or building society to pay by Direct Debit

Service user number

7	5	0	0	2	5
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FOR HOUSING USE ONLY

This is not part of the instruction to your bank or building society.

Weekly (if paid weekly) ☐

Monthly (if paid monthly) ☐

Your States Housing Address

Instruction to your bank or building society

Please pay Housing Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Housing and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

DDI1

This guarantee should be detached and retained by the payer.



The Direct Debit Guarantee

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits

If there are any changes to the amount, date or frequency of your Direct Debit Housing will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Housing to collect a payment, confirmation of the amount and date will be given to you at the time of the request.

If an error is made in the payment of your Direct Debit, by Housing or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society

– If you receive a refund you are not entitled to, you must pay it back when Housing asks you to

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.