

# Applying for Housing Benefit

Housing Benefit is available to help you pay all or part of your rent if you are in receipt of benefits or on low income. Housing Benefit is not paid automatically, even if you are on benefit. You need to make a claim. Claim Forms are available from Prospect's office at 6 Westburn Avenue. Staff there will help you to complete the form if you wish.

## Evidence Required

You and any partner will need to provide proof of your identity, income, savings etc. Prospect staff can photocopy and check any documents before sending them to the Council.

You will need the following:

## Proof of Identity

(2 of the following)

- Passport
- Birth certificate
- Driving licence
- Marriage certificate
- Utility bill
- Recent bank statements
- Divorce papers
- UK residence permit
- Benefit award letter
- Benefit payment book
- Wage slip from current employer

## National Insurance

(1 of the following)

- P45
- P60
- Wage slip from current employer
- Tax letter
- N.I Number Card,
- Benefit Award Letter
- Tax Credit Award Letter

## Income

(whichever applies)

- Benefit Award Letter from Benefits Agency
- Last 5 weekly pay slips
- Last two monthly wage slips
- Annual accounts if self employed
- Tax Credit Award Letter

## Other Information

(whichever applies)

- proof of savings such as bank accounts or shares
- proof of money paid for childcare, student support or a personal permission
- one payslip for any non dependent living with you

## Prospect's Responsibility

The City of Edinburgh Council are still responsible for processing your claim. However, Prospect staff will:

- help you complete the form
- photocopy and validate documents
- send your application to the Council

You need to sign a mandate form allowing Council staff and Prospect staff to discuss your claim as necessary.



Community Housing

6 Westburn Avenue  
Wester Hailes  
EDINBURGH  
EH14 2TH

tel: 0131 458 5480  
Fax: 0131 453 2868

[housing@prospectch.org.uk](mailto:housing@prospectch.org.uk)

## **Your Responsibilities**

Although Prospect can help you with a claim it is **your** responsibility to make sure your rent is paid.

You need to:

- make the claim
- provide all necessary evidence and documents
- respond quickly to all enquiries
- notify the Council of any changes in your household or income (Prospect staff can help you)

## **Non Co-operation**

A failure to co-operate and provide necessary information may result in lost benefit. If Housing Benefit is not paid you will be responsible for paying full rent and any arrear which builds up. Prospect will take you to court if your arrear increases and you do not deal with the situation.

**In the past the Association has been granted eviction decrees against tenants who have failed to apply for Housing Benefit or provide the information requested.**

## **Useful Contacts**

The City of Edinburgh Council  
Revenues and Benefits Department  
Chesser House  
500 Gorgie Road  
Edinburgh  
EH11 3YB

tel: 469 5000

Email: [revenuesbenefits@edinburgh.gov.uk](mailto:revenuesbenefits@edinburgh.gov.uk)

[www.edinburgh.gov.uk](http://www.edinburgh.gov.uk)