

Housing Benefit

V1.0417

Housing Benefit - how to apply

- If you're on a low income you could get **Housing Benefit (HB)** to help you pay your rent.
- **Housing Benefit** can pay for all or part of your rent, this depends on your income and circumstances.
- **Housing Benefit** will be replaced by Universal Credit by 2018 - which means you will need to pay your rent direct to us.
- For full details and eligibility, please contact **Bolton Council** on **01204 333333**.

You need to apply online to make your **Housing Benefit** claim:

www.bolton.gov.uk/website/pages/HoHousingbenef.aspx

What if I don't get enough to pay my rent?

Discretionary Housing payment (DHP) is a way of helping you if the amount of HB or housing costs in your Universal Credit you get is not enough to pay your rent.

DHP is a short-term payment to help you with your rent if you are experiencing financial hardship.

To claim **DHP**, you need to fill out an online claim form:

<http://www.bolton.gov.uk/website/pages/Discretionaryhousingpayments.aspx>

Help with your Housing Benefit claim

If you need assistance to complete your **Discretionary Housing Payment** form, you can contact our **Money Advice Team** on **01204 329868**.

Documents you need to make a Housing Benefit Claim

When making a Housing Benefit claim, you will need to provide the following:

- Proof of identification, i.e. a document showing your name and current address.
- Proof of all income coming into your household – i.e. earnings, benefits, pensions and any other income.
- Anyone over the age of 18yrs who lives at your address will also be required to provide proof of their income.
- Current bank account statement
- Proof of all savings.
- Details of household family members
- All relevant documents must show your current address.

Under Occupancy

If you have a spare room, **your Housing Benefit** may be reduced by:

- 14% of the eligible rent for one spare bedroom
- 25% of the eligible rent for two or more spare bedrooms

What to do if your Housing Benefit Claim is refused

If your Housing Benefit claim is refused and you feel that the decision is wrong, you can contact **Bolton Council** and ask them to look at the decision again. This is called a reconsider.

You need to contact **Bolton Council** on **01204 333333** within one month of the date on the decision letter.

We can look at your application and advise whether you have grounds to appeal against this. If you do have grounds then we can assist you.

Ring our **Money Advice Team** on **01204 329868** if you need support.