

# Change of Circumstances Form



Please inform us of any Change of Circumstances which may affect your Housing Application in the section below. In some instances we may ask you to complete a new Housing Application form.

<b>Change of Circumstances</b>	<b>Documentation required:</b>
	Proof of any child benefit you receive:- A copy of your benefit book or papers from the Department of Work and Pensions
	Proof of pregnancy, stating the expected date of birth:- A copy of your medical certification provided by your doctor, midwife or hospital
	Proof of any joint residence order, contact order or agreed access arrangements:- A Solicitor's letter, court papers or a letter from the child's legal guardian.
	If you have been asked to leave:- A copy of your written notice

Wrexham County Borough Council may make the necessary enquiries in connection with any information given by me / us, to include any personal data protected by the terms of the Data Protection Act 1998. I / We give permission for information to be disclosed by my current or previous landlords, health and support agencies, statutory bodies (such as the Police or Social Services) and any other relevant professional or individual.

I/we understand that since the Council must protect the public funds they handle, they may use the information you have provided on this form to prevent and detect fraud. They may, therefore, share this information and compare it with Departments within Wrexham County Borough Council and other Organisations for this purpose.

Applicant's Signature  Date

Joint Applicant's Signature  Date

# Change of Circumstances Form

## HOUSING DEPARTMENT OFFICE USE ONLY

(Date received (Date Stamp)

Has all the relevant evidence been enclosed? Yes  No

Original documents seen? Yes  No

Does the applicant require a Health and Social Care Form? Yes  No

Date form sent to applicant?

Does the applicant require a Homelessness Appointment? Yes  No

Input Date

Input by

Checked Date

Checked by