

# Revenues and Benefits

Civic Centre  
The Water Gardens  
Harlow, Essex, CM20 1WG  
Telephone: 01279 446633  
E-mail: hdc.benefits@harlow.gov.uk



## Change Of Circumstances

**Last Name:**  **Other Names:**

**Address:**

**Postcode:**  **Telephone N°:**

**Date of change of circumstances**

### Please choose from the list below:

**Have you changed, or about to change your address?**  
Old Address   
New Address   
If your new landlord is not Harlow Council you will need to provide a tenancy agreement. You may need to complete an additional form.  
Is your income the same? **Yes**  **No**   
Is everybody moving? **Yes**  **No**   
If receiving Income Support or Jobseekers Allowance, have you told the DWP? **Yes**  **No**   
Have you told Council Tax you are moving? **Yes**  **No**

**Have you started working?**  
You will need to complete a 'Working For An Employer' form and provide wage slips, or complete a 'Certificate of Employment' form

**Are you working more or less hours?**  
You will need to provide wage slips to show your new rate of pay.

**Has someone else started working?**  
What is their name?  You will need to provide their wage slips.

**Have you changed your job?**  
Please complete the form 'Working for an Employer'.

**Has someone moved in?**  
What is their name?  Date of Birth   
What is their relationship to you?   
If they are over 18, we need to see proof of their income.

**Has someone moved out?**  
What is their name?   
Forwarding Address.

**Has a child left school?**  
What is their name?  Leaving Date   
What are they doing now?

**Is there anything else you think we should know?**

**Your signature**

**Date**

For Official Use Only
Forms Issued?