

Housing Benefit: How to Apply

Housing benefit is money to help you pay for your rent if you are on a low income.



Am I eligible? You could be, if you :-

- ✓ Pay rent for your home.
- ✓ Are on a low income or are claiming benefits.
- ✓ Have less than £16,000 in savings.
- ✓ Are over State Pension age (as is your partner, if you have one, or they were already claiming Housing Benefit before 15th May 2019.)
- ✓ Are under State Pension age, but live in supported, sheltered or temporary housing.

If you get the Guarantee Credit part of Pension Credit, you may get your rent paid in full by Housing Benefit, as income and savings aren't taken into account.

If you own your home, you won't be eligible for Housing Benefit, but could still get help with paying mortgage interest as Part of Pension Credit.

How do I apply?

If you are above State Pension age, you can apply when you make a claim for Pension Credit. Please see the separate information sheet on Pension Credit.

You can also apply separately in one of the following ways:

- Download a claim form from the Midlothian Council website here: <https://tinyurl.com/HB-Form>, or scan this QR code.
- Phone Midlothian Council on 0131 271 3201 and ask for a form to be posted to you.
- Collect a form at Midlothian House, 40-46 Buccleuch St, Dalkeith EH22 1GN.



Return the completed form, with additional documents, to Midlothian House.



Midlothian Financial Inclusion Network

c/o Midlothian Voluntary Action, 4/6 White Hart Street, Dalkeith EH22 1AE
Scottish Registered Charity SC035964. Scottish Limited Company SC282964
Registered Office: 14a John Street, Penicuik, Midlothian, EH26 8AB

What information do I need for the application?

It is helpful to gather the information and documents you need before filling in the form. It is 20 pages long, so you may wish to take breaks and return to it.

When submitting the form at Midlothian House, you will also need to show original documents that prove the following information about you and your partner (if you have one.) They will copy and return them to you immediately.

Examples of suitable documents are given after each type of information.

- **National Insurance number.** Payslip, P45, P60, letter from DWP.
- **Identity.** Passport, driving license, birth certificate, utility bill.
- **Benefits received for children.** Child Benefit or DLA award letter.
- **Childcare costs.** Care contract, 2 receipts for payment and the Childcare Provider's Registration Number are all required.
- **Income of others who live with you.** 2 month's payslips, benefit letters.
- **Self-employed earnings.** Trading accounts and any private pensions.
- **Earnings as an employee.** Latest 2 monthly or latest 5 weekly payslips.
- **Benefits.** Benefit award letter(s) or 2 most recent bank/building society statements showing benefit payments.
- **Other income.** Pension statements, income from renting a property.
- **Cost of renting.** Tenancy agreement, license, rent book, rent receipts.
- **Bank/Building Society/Post Office balances.** 2 latest monthly statements.
- **Investments.** Share, National Savings or Unit Trust Certificates, Bonds.

Apply for Housing Benefit as soon as possible to ensure you receive all monies you are entitled to. If you do not have all the documents, you can tick "to follow" on the form and bring them to Midlothian House within a month.

How much could I receive in Housing Benefit?

It is a means-tested benefit, so will depend on your income, savings and other factors including who you live with, how much rent you pay, how many rooms are in your home and whether you receive other benefits. The amount you receive will be calculated from information provided in your application form.