

Discretionary Housing Payment (DHP) Checklist

Please answer the questions where there is an X in the left hand column. If you do not provide a full response to the questions, the assessment of your application could be delayed. If the boxes below are not large enough please provide a covering letter.

The answers that you provide will help us to assess your claim and refer you to other agencies that might be able to assist you.

	<p>Have you or a third party contacted your landlord to negotiate a lower deposit / rent in advance?</p> <p>If yes, what was the outcome?</p>	
	<p>Have you or a third party contacted your landlord to negotiate reducing your rent, even if for a short period of time?</p> <p>If yes, what was the outcome?</p>	
	<p>What have you done about trying to find alternative cheaper accommodation?</p> <p>(Please provide evidence of what you have found and state why you were unable to get these properties.)</p>	
	<p>Do you need any advice or support with finding alternative accommodation?</p>	
	<p>If you require assistance with tenancy deposits, have you applied for a deposit / rent in advance from any organisation such as East Lindsey District Council's Housing Advice team?</p>	
	<p>If you are a single claimant, are you willing to rent a room in a shared house? (www.spareroom.co.uk)</p> <p>If not, please state why?</p>	
	<p>If you are affected by the under occupancy reduction, known as "bedroom tax", are you willing to rent your spare bedroom(s) to a lodger? (www.spareroom.co.uk)</p> <p>If you answer no for the above, please explain why?</p>	

<p>If you are affected by the under occupancy reduction, known as "bedroom tax", have you:</p> <ul style="list-style-type: none"> ■ Looked for smaller cheaper accommodation (private tenancy)? ■ Applied for a mutual exchange through Homeswapper? (www.homeswapper.co.uk) ■ Applied for a transfer through your landlord / Linx Homechoice? (www.linxhomechoice.co.uk) <p>If you answer no for any of the above please also explain why?</p>	
<p>Have you applied to go on the housing register known as Linx Homechoice? (www.linxhomechoice.co.uk)</p> <p>If yes, what is your application number?</p>	
<p>Have you requested or received debt management advice and / or advice on managing finances / budgeting from the Citizens Advice Bureau or any other agency?</p> <ul style="list-style-type: none"> ■ If not, why not? ■ If yes, who did you see? 	
<p>If you have any debts, have you tried to negotiate lower repayments with your creditors?</p>	
<p>Have you tried to cut down on your expenditure, such as cancelling / reducing subscriptions (e.g. Sky TV, mobile phone contracts)? Please provide evidence of your efforts to reduce your expenditure.</p> <p>If you consider, any of these items are essential, please explain why?</p>	
<p>What have you done to try and increase your income?</p>	
<p>Do you need any advice from the Jobcentre Plus about applying for work and training opportunities?</p>	
<p>Do you have a Support Worker?</p> <ul style="list-style-type: none"> ■ If yes, please provide their name and contact details. ■ If no, do you need support? 	
<p>Is there any other advice or support that you need?</p>	

By signing the declaration below you are giving us permission to check the accuracy of your answers with the organisations concerned and refer you to organisations that we consider might be able to assist you.

Signed:

Date: