

Income & Expenditure Form

Local Authority dealing with application:	HFS reference:
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You have applied to join the Homefinder Somerset housing register and have indicated that you are experiencing financial difficulties. To ensure you are placed in the correct band and that we have given you all the relevant advice please complete this form in full and return it to the Local Authority dealing with your application.

1. Personal Details

Main Applicant:			
Joint Applicant:			
Address:			Postcode
Home Phone No:		Mobile Phone No:	
Email address:			

2. Household details: Dependants

Number of children in the household that you or your partner receive child benefit for:	
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Household details: Non-dependants

Name of anybody other than the main or joint applicant over the age of 18 in the property:	
Non-dependant 1	
Non-dependant 2	

If there are more than two non-dependants please include their details on a separate sheet of paper

3. Employment status

Please tick as appropriate	Main Applicant	Joint Applicant	Non-dep 1	Non-dep 2
Employed				
Self Employed				
Unemployed				
Retired				
Other (please specify)				

4. Employment details: Main & joint applicant If you are not employed / self-employed go to section 5

Wage slips for each job held must be provided for each working person.

Weekly pay last four payslips/**Fortnightly** pay last three payslips

Four-weekly/Monthly pay last two payslips

	Main Applicant (job 1)	Joint Applicant (job 1)
Name of employer		
Address of employer		
Net wage (after tax, national insurance and pension payments)	£	£
Frequency of wage payments		
Payment method	Cash / Cheque / Direct into Bank	Cash / Cheque / Direct into Bank

	Main Applicant (job 2)	Joint Applicant (job 2)
Name of employer		
Address of employer		
Net wage (after tax, national insurance and pension payments)	£	£
Frequency of wage payments		
Payment method	Cash / Cheque / Direct into Bank	Cash / Cheque / Direct into Bank

Self-employment details: Main & joint applicant

Please give details of the last full six months income and expenditure for self-employment. The date the income and expenditure starts from

	Main Applicant self-employed as:		Joint Applicant self-employed as:	
	Income	Expenditure	Income	Expenditure
Month 1	£	£	£	£
Month 2	£	£	£	£
Month 3	£	£	£	£
Month 4	£	£	£	£
Month 5	£	£	£	£
Month 6	£	£	£	£
Total	£	£	£	£

5. Employment details: Non-dependant If you do not have any non-dependants go to section 6

	Non-dependant 1 (job 1)	Non-dependant 2 (job 1)
Name of employer		
Address of employer		
Net wage (after tax, national insurance and pension payments)	£	£
Frequency of wage payments		
Payment method	Cash / Cheque / Direct into Bank	Cash / Cheque / Direct into Bank

	Non-dependant 1 (job 2)	Non-dependant 2 (job 2)
Name of employer		
Address of employer		
Net wage (after tax, national insurance and pension payments)	£	£
Frequency of wage payments		
Payment method	Cash / Cheque / Direct into Bank	Cash / Cheque / Direct into Bank

Self-employment details: Non-dependant

Please give details of the last full six months income and expenditure for self-employment. The date the income and expenditure is from

Non-dependant 1 self-employed as:		Non-dependant 2 self-employed as:	
Income	Expenditure	Income	Expenditure
Total	Total	Total	Total

6. Other household Income

Proof of this income may be requested if it is not paid directly into a bank account

	Frequency	Main Applicant	Joint Applicant	Non-dep 1	Non-dep 2
Employers sick pay		£	£	£	£
Employers maternity pay		£	£	£	£
Universal Credit		£	£	£	£
Housing Benefit		£	£	£	£
Council Tax Reduction		£	£	£	£
Income Support		£	£	£	£
Jobseekers Allowance		£	£	£	£
Child Benefit		£	£	£	£
Child Tax Credits		£	£	£	£
Working Tax Credits		£	£	£	£
Incapacity / ESA / SSP		£	£	£	£
Maternity Benefit		£	£	£	£
Disability Living Allowance / PIP		£	£	£	£
Attendance Allowance / PIP		£	£	£	£
Carers Allowance		£	£	£	£
Child maintenance		£	£	£	£
Maintenance		£	£	£	£
Student Loan/Grant		£	£	£	£
State Retirement Pension		£	£	£	£
Pension Credit		£	£	£	£
Company Pension		£	£	£	£
Private Pension		£	£	£	£
Keep / lodging / boarder income		£	£	£	£
Sickness / accident insurance income		£	£	£	£
Mortgage protection insurance income		£	£	£	£
Trust fund income		£	£	£	£
Loan payment protection income		£	£	£	£
Rental income from land owned		£	£	£	£
Rental income from property owned		£	£	£	£
Income from investments		£	£	£	£

Other State Benefits- please detail below					
		£	£	£	£
		£	£	£	£
		£	£	£	£

Other income to household please detail below					
		£	£	£	£
		£	£	£	£
		£	£	£	£

Weekly Discretionary Housing Payment Date this payment expires

7. Bank Account & Investment Details: Main & joint applicant

Please give details of all bank/building society accounts, savings & investments.

Please provide the latest 8 weeks bank statements for each account held. Evidence of other capital held may be requested.

	Main Applicant		Joint Applicant	
	Account No	Balance	Account No	Balance
Current Account		£		£
Deposit / Savings Account		£		£
Building Society Account		£		£
Post Office Account		£		£
National Savings		£		£
Premium Bonds		£		£
Stocks & Shares		£		£
Investments (ISA Tessa etc.)		£		£
Value of any other property owned or partially own		£		£
Value of any other land owned or partially owned		£		£
Other capital - please detail below				
		£		£
		£		£
		£		£
		£		£

8. Bank Account & Investment Details: Non-dependant

	Non-dependant 1		Non-dependant 2	
	Account No	Balance	Account No	Balance
Current Account		£		£
Deposit / Savings Account		£		£
Building Society Account		£		£
Post Office Account		£		£
National Savings		£		£
Premium Bonds		£		£
Stocks & Shares		£		£
Investments (ISA Tessa etc.)		£		£
Value of any other property owned or partially own		£		£
Value of any other land owned or partially owned		£		£
Other capital please detail below				
		£		£
		£		£
		£		£
		£		£

9. Household Debt / Arrears

Please detail all of the current debts for the main and joint applicant. Proof of these debts may be requested.

Money owed that is being repaid	Total Outstanding	Weekly Payment	Monthly Payment	Final Payment Date
Mortgage arrears	£	£	£	
Rent arrears (current tenancy)	£	£	£	
Rent arrears (previous tenancy)	£	£	£	
Savings for deposit / rent in advance repayments	£	£	£	
Council Tax arrears	£	£	£	
Other Local Authority debt	£	£	£	
Fuel Debts: Gas	£	£	£	
Electricity	£	£	£	
Other	£	£	£	
Water / sewage debt	£	£	£	
Fixed fines or penalties	£	£	£	
Magistrate / Court fines	£	£	£	
Fine / penalty arrears				
Car loan	£	£	£	
Bank loan	£	£	£	
Other secured loan	£	£	£	
Car / Bank / Secured loan arrears	£	£	£	
Credit cards	£	£	£	
Store cards	£	£	£	
Catalogue / mail order	£	£	£	
Hire Purchase	£	£	£	
Hire Purchase arrears	£	£	£	
Credit/store cards/ catalogue/mail order arrears	£	£	£	
Other (please specify below)				
	£	£	£	

Money owed that is not being repaid	Total Outstanding	Weekly Payment	Monthly Payment	Final Payment Date
Mortgage arrears	£	£	£	
Rent arrears (current tenancy)	£	£	£	
Rent arrears (previous tenancy)	£	£	£	
Savings for deposit / rent in advance repayments	£	£	£	
Council Tax arrears	£	£	£	
Other Local Authority debt	£	£	£	
Fuel Debts: Gas	£	£	£	
Electricity	£	£	£	
Other	£	£	£	
Water / sewage debt	£	£	£	
Fixed fines or penalties	£	£	£	
Magistrate / Court fines	£	£	£	
Fine / penalty arrears				
Car loan	£	£	£	
Bank loan	£	£	£	
Other secured loan	£	£	£	
Car / Bank / Secured loan arrears	£	£	£	
Credit cards	£	£	£	
Store cards	£	£	£	
Catalogue / mail order	£	£	£	
Hire Purchase	£	£	£	
Hire Purchase arrears	£	£	£	
Credit/store cards/ catalogue/mail order arrears	£	£	£	
Other (please specify below)				
	£	£	£	

10. Household Expenditure for main & joint applicant

Proof of all the expenditure detailed below may be requested

	Weekly Payment	Monthly Payment
Mortgage	£	£
Mortgage Protection	£	£
Life Assurance	£	£
Endowment Premium	£	£
2 nd Mortgage	£	£
Rent	£	£
Ground Rent	£	£
Council Tax	£	£
Buildings / Contents Insurance	£	£
Gas	£	£
Electricity	£	£
Water	£	£
Other fuel / heating costs	£	£
TV Rental	£	£
TV Licence	£	£
Satellite / Cable TV subscription	£	£
Landline telephone	£	£
Mobile phone(s) - contract	£	£
Mobile phone(s) - PAYG	£	£
Internet/Broadband	£	£
Car Tax	£	£
Car Insurance	£	£
Car fuel	£	£
Car maintenance (mot/service/tyres)	£	£
Bus / taxi / train fares	£	£
Groceries & toiletries	£	£
Clothing & shoes	£	£
Laundry	£	£
School meals/meals at work	£	£
Prescriptions / Dental / Glasses	£	£
Childcare costs	£	£
Child's pocket money	£	£
Pet costs	£	£
Drinking / smoking	£	£
Lottery	£	£
Entertainment	£	£
Savings or Child Trust	£	£
Pension Payments (including AVC's)	£	£
Maintenance payments	£	£
Other expenditure (specify)	£	£
Other expenditure (specify)	£	£

If you have a mobile phone contract what date is it due to end?

If you have a Sky contract what date is it due to end?

If you have a broadband/internet contract what date is it due to end?

Are you currently working with the Citizens Advice Bureau or any other debt agency? **Yes / No**

Name of agency if not the Citizens Advice Bureau

I / we declare that to the best of my/ our knowledge, all the information provided on this Income & Expenditure form is accurate and complete

Main Applicant Signature Date

Joint Applicant Signature Date