



TO HELP US HELP YOU

INFORMATION TO HAVE AVAILABLE WHEN COMPLETING AN APPLICATION FOR A DISABLED FACILITIES GRANT

We want to process your application for a Disabled Facilities Grant (DFG) as quickly as possible. Because of this we would appreciate you having as much information as you can ready for us to complete your application.

The officer looking after your case will help you complete the application form and it would be helpful if you had the following details, where relevant, available for the appointment.

PROOF THAT YOU OWN AND OCCUPY THE PROPERTY AS YOUR MAIN RESIDENCE.

- **If you own your property** and you bought it after 1975 it should be registered with land registry which we can easily look up for you. However, if you bought it before 1975, the only legal record that you own the property is likely to be through the title deeds. **We would therefore need you to provide:**

The title deeds showing your interest in the property, **or** a letter from your solicitor, bank or building society showing the date you acquired an interest in the property and the names of all current 'proprietors', whether you are a freeholder or leaseholder, and if leaseholder, the number of years remaining.

If anyone else is a joint owner of your property but does not live with you, we will also need a letter from them giving consent to carry out the work.

- **If you are a Leaseholder** we would need to see a copy of your lease agreement to determine if you or the freeholder are responsible for carrying out the work.
- **If you are a tenant** we would need written permission from your landlord to carry out the works, and we would need the name address and phone number of your landlord.

PERSONAL DETAILS OF EVERYONE LIVING IN THE PROPERTY

- Full names of all proprietors (Owners) of the property
- National Insurance numbers
- Dates of birth
- Names & dates of birth of anyone else living in the property including children

If the adaptations are for a child, we will also need a copy of their Birth Certificate

INCOME OF ALL APPLICANTS

If you receive any of the following benefits we will need to see proof that you receive them such as a recent letter or statement.

- Housing Benefit
- Guaranteed Pension Credit
- Income Support
- Income-based Job Seekers Allowance
- Working Tax Credit (where the entitled person has a relevant annual income of less than £15,050)
- Child Tax Credit (where the entitled person has a relevant annual income of less than £15,050)
- Income-related Employment & Support Allowance (ESA)
- Disabled Persons Tax Credit

If you are in receipt of one or more of the above benefits we will not need to conduct a full means test, so there is no need to provide us with any further information about your finances. **If you do not receive any of the above benefits we will need to know how much you receive of any of the following that apply to you,** along with proof such as a recent letter or statement:

Income for all applicants:

- Pay slips: The last 5 if paid weekly or 3 if paid monthly
- Pensions: Occupation, State Retirement, or any other pension
- Benefits:
 - Child benefit
 - Child Tax or Working Tax Credit (where the entitled person has a relevant annual *above* £15,050, if *below* £15,050 see the list above)
 - Savings Credit
 - Attendance Allowance
 - Carer's Allowance
 - Long term incapacity benefit
 - Employment and Support Allowance
 - Disability Living Allowance (If DLA is the care component High Middle or Low)
- Maintenance/ Child support
- Student loan or grant
- Payments received from lodgers, boarders or tenants
- Any other income

Savings and investments for all applicants:

- Current accounts & Savings accounts
- ISAs or PEPs
- Premium Bonds
- Cash
- Stocks and shares
- Any other



Appointment date:

Appointment time:

Officer:



Portsmouth
CITY COUNCIL

023 9268 8369

CHECKLIST BEFORE YOUR APPOINTMENT

Please take a few minutes to check that you have the following information ready before the officer arrives to help you with your application, and to discuss the adaptations you require. Doing this will help us to process your application as quickly as possible.

If you are the property Owner

- If you bought the property *before* 1975, we will need to see the property Deeds or a letter from your Solicitor or Building Society. (If you bought it after 1975 we can look it up on Land Registry for you)

If you are a Leaseholder

- We will need to see your lease agreement

If you are a Tenant

- We will need the contact details of your Landlord, and if possible a letter from them giving permission to carryout the work (If you cannot get a letter we will write to your landlord)

- Names and Dates of Birth of everyone living in the property**

- National Insurance numbers of everyone living in the property**

- Proof that you receive any of the following benefits:**

- Housing Benefit
- Guaranteed Pension Credit
- Income Support
- Income-based Job Seekers Allowance
- Working Tax Credit (where the entitled person has a relevant annual income of less than £15,050)
- Child Tax Credit (where the entitled person has a relevant annual income of less than £15,050)
- Income-related Employment & Support Allowance (ESA)
- Disabled Persons Tax Credit

If you do not receive any of the above benefits we will also need:

- Proof of your income (pay slips, pension statements etc.)**

- Latest statements for any current accounts and savings accounts**

- Proof of any other income, benefit, or investment you might have**