



Full Name:	
Address: (Including Post Code)	
Telephone:	
Email Address:*	

FOR OFFICE USE ONLY	
Reference:	
Date Issued:	
Issued By:	

*We will use the email address to correspond with you

Crisis and Resilience Fund Housing Payment Application Form

Crisis and Resilience Fund Housing Payments

Crisis and Resilience Fund (CRF) Housing Payments replace Discretionary Housing Payments (DHPs) from 1 April 2026. These payments offer short-term to mid-term financial help with housing costs. They are designed to reduce immediate financial hardship and give you time to find a long-term solution to your housing or income difficulties.

CRF Housing Payments can be given as extra support on top of your usual benefits, if the council believes you need more help with your housing costs. If you want to apply, please complete and return this form as soon as possible. Awards usually start from the Monday after we receive your fully completed form.

Why are you applying for a Housing Payment? Tick the reason(s) that apply:

Shortfall in Rent Rent Arrears Rent Deposit/Advance Moving Costs

Have you received an eviction notice? Yes No

Further Information

The Government expects benefit claimants to take reasonable steps to improve their financial situation where possible. This could include looking for work, increasing your work hours or moving to a cheaper or more suitable home.

This means that Housing Payments are only meant to help for a short or medium period, while you work towards improving your circumstances. They are *not* a long-term solution and do not replace welfare rules or benefit legislation. Even if your application is successful your award will be for a limited time, it will be reviewed regularly, you may still have to pay part of the shortfall yourself.

Please continue paying as much rent as you can while your application is being assessed.

Because our funding is limited, not all applications will be approved. You should also consider other options, such as negotiating a lower rent or looking for a more affordable home. To qualify, you need to show that you would face real hardship without this extra help. Simply saying you cannot afford your rent is not enough on its own.

Important Information

Please make sure this form and the financial statement are fully completed, and you provide all the evidence we ask for. We may ask for more information if needed.

Very important

You must return this form together with all of the requested evidence within **one month** of the date it was issued. If you miss this deadline, any award you receive may start later than it otherwise would.

Part 1 – You and Your Partner.

A partner means a husband, wife, civil partner, or someone you live with as if you are a couple (for example, a boyfriend or girlfriend).

Do you have a partner? (Give details about you and your partner below):

	You	Your partner
First Names:		
Last Name:		
Date of Birth:		
National Insurance Number:		

IMPORTANT: Evidence of identity and national insurance number must be provided:

- Provide two proofs of identification for you and your partner (For example, up-to-date valid passport, A full driving licence, national identity card, UK residence permit, birth certificate, marriage certificate, recent wage slips, recent gas or electricity bills or recent bank statements)
- Provide proof of National Insurance Number for both you and your partner.

Part 2 – Other People Who Live in Your Home

Please give details of **everyone else who lives in your home**, including **children**.

Full name	Date of birth	Relationship to you	Gross income	Income Frequency (e.g. weekly, monthly)

Are you expecting any changes to household members in the next 6 months? Yes No

If Yes, give details (e.g. you are expecting a baby, someone you live with is moving out)

Part 3 – Rent Details

What date did the tenancy begin? How long was the agreement for?

How much is the rent? £ How often is the rent due to be paid?

Have you recently renewed your tenancy? Yes No

On what date will your tenancy agreement end?

What period of notice is required to end your tenancy?

Does anyone share payment of the rent with you and your partner? Yes No

If Yes, who?

Give details of any service charges included in the rent. These could include gas, electricity, water, internet, laundry, garage, etc. If none are included, write "No services included."

Are any meals included in the rent? Yes No

If Yes, what meals are included? Breakfast Lunch Evening Meal

Give details of the number of rooms in the property and state whether they are private or shared:

Type of room	How many for your household?	How many are shared with other households?
Living Room		
Bedroom		
Kitchen		
Bathroom		
Separate Toilet		
Other (Specify)		

IMPORTANT: Evidence of rent dated with the last 12 months must be provided, for example:

- Tenancy agreement
- Your rent book or rent receipts
- A letter from your landlord, or landlady
- A bank statement, quoting the payee's name, showing regular rent payments

Part 4 – Reason and purpose for applying for a CRF Housing Payment

Have you been receiving a DHP or a CRF Housing Payment that has recently ended?

Yes* No

*If Yes: Please explain what advice you have received, who provided it, and what steps you have taken since your last application to improve your circumstances and reduce your need for support from this fund.

Please tell us if you are affected by any of the following:

- Removal of Spare Room Subsidy ('bedroom tax') Yes No
- Benefits Cap Yes No
- Local Housing Allowance rate restrictions Yes No
- Recent loss of income, such as a job Yes No
- Non-Dependant deductions for other adults that live with you Yes No
- Benefit overpayment recovery deductions Yes No

Give details of any other reasons you have for applying for a Housing Payment:
(Use this space to explain anything else that has affected your ability to pay your housing costs.)

For how long do you expect to need a Housing Payment?

If you think you will need a Housing Payment for longer than 6 months, explain why:

As Housing Payments can only be paid as a short-term to medium-term solution, confirm the steps you are taking — or will start taking — to resolve the issue: (Please tick all that apply)

Seeking Employment Seeking Alternative Accommodation
Seeking a joint tenant or lodger Other, give details below:

Confirm below what help you need from the CRF Housing Payment fund, tick one or more boxes and complete the relevant section(s) of the form as stated below:

Shortfall in rent Rent arrears Rent deposit/advance Moving costs

- For help with a shortfall in rent – complete **Part 5**
- For help with rent arrears – complete **Part 6**
- For help with a rent deposit or rent in advance – complete **Part 7**
- For help with moving costs – complete **Part 8**
- All Housing Payment applicants must complete from **Part 9** onward.

Part 5 – Shortfall in Rent

Are you under 35 years and do not live with a partner or children? Yes No

Are you are aged under 25 and have previously been in care? Yes No

Are you an ex-offender managed under an active Multi-Agency Public Protection Agreement (MAPPA)?
Yes No

Are you aged 16 to 34 and have previously lived in a hostel for homeless people for at least 3 months in total?
Yes No

Are you a victim of domestic abuse or human trafficking/modern slavery?
Yes No

Do you receive the daily living component of Personal Independence Payment (PIP), or the middle/highest rate care component of Disability Living Allowance (DLA)?
Yes No

Are getting Attendance Allowance or Constant Attendance Allowance?
Yes No

Are you a foster carer? Yes No

Are you in arrears with your rent? Yes* No

*If Yes: Housing Payments are normally paid from the Monday after we receive your application. If you need the payment to start earlier to help with rent arrears, you must also complete **Part 6**.

If you do not have rent arrears, please explain how you have been paying the difference between your Housing Benefit and your rent up until now, and what has recently changed:

Were you able to afford the rent when you first moved in? Yes* No**

*If Yes: explain what has changed: **If No: explain why you decided to take on this tenancy:

Have you received an eviction notice? Yes No

Are you a housing association tenant? Yes No**

**If No: Before you accepted the tenancy, were you aware of the Local Housing Allowance (LHA) rate that applied to your household?

Yes* No

*If Yes: explain why you decided to move to this property.

Have you been told that you have more bedrooms than you require? Yes* No

If Yes: Have you tried to find a smaller property? Yes No**

*If Yes: Explain what happened: **If No: explain why you have not tried to move:

Are you unable to share a bedroom with your partner due to a disability or medical condition?

Yes No

Do you require an extra bedroom for a carer who provides overnight care but does not live with you?

Yes No

Do you require an extra bedroom for a disabled child who can't share a bedroom with another child because of their disability.

Yes No

Does anyone in your household have any health problems? Yes* No

*If Yes: Give details (tell us who, and about the health problems they have):

Have any disability adaptations been made to your home? Yes* No

*If Yes: Explain what adaptations were made and who they are for.

Explain if there is a reason why this property is especially suitable for you or someone in your household:

Have you or anyone acting for you asked the landlord to reduce the rent? Yes* No**

*If Yes: Explain what happened:

**If No: Explain why you have not asked:

Have you tried to find more affordable accommodation? Yes* No**

*If Yes: Explain what happened:

**If No: Explain why you have not tried:

Would you move to more affordable accommodation if possible Yes No**

**If No: Explain what is preventing you from moving:

Have you had an appointment with and/or sought advice and assistance from Hastings Borough Council's Housing Options Team?

Yes* No

*If Yes: Give details of the outcome (tell us about the advice and help you were given):

If applicable, which Housing Options officer did you see?

Are you registered with Sussex Homemove or HomeSwapper? Yes No

IMPORTANT: Evidence of registration for Sussex Homemove or HomeSwapper must be provided.

Are you currently engaged with any of the agencies listed below? If Yes: Give contact details:

Vulnerable Adults Team Yes No

Mental Health Team Yes No

Social Services Yes No

East Sussex Floating Support Service (ESFSS)

Part 6 – Rent Arrears

Requests for backdated Housing Payments will only be considered in exceptional circumstances. Any request will be looked at based on your situation and our duty to act fairly and consistently.

Backdating is normally limited to the current financial year only.

Housing Payments cannot be used to cover rent arrears for any period when you were not receiving Housing Benefit or Universal Credit (with housing costs). This is because Housing Payments can only be made for the same periods that those benefits are in payment.

How much are your rent arrears?

£

Over what period have the arrears been accrued?

From:

To:

Explain why you are in arrears with your rent? (Provide full details of how the arrears built up.)

Explain why you did not claim a Housing Payment any earlier:

Have you already taken any housing/arrears advice

Yes*

No

*If Yes: Give details of who gave the advice and what advice was given:

Have you been issued with a Section 8 or Section 21 eviction notice?

Yes*

No

*If Yes: Have you contacted Housing Options team for further advice and support? (Contact details are email: housingadvice@hastings.gov.uk; telephone: 01424 451066)

Yes

No**

**If No, Explain why not:

Have you spoken with your landlord to arrange a payment plan?

Yes*

No**

*If Yes: Give full details of the repayment plan?

**If No: Explain why not:

Where you able to afford the rent when you first moved in

Yes*

No**

*If Yes: Explain what changed?

**If No: Why did you take on this tenancy?

IMPORTANT: Evidence of rent arrears is required:

- Evidence Required: Provide a rent statement from your landlord showing:
 - the rent charge,
 - the payments you have made, and
 - the period the arrears have been accrued.

Part 7 – Rent Deposits / Rent in Advance

CRF Housing Payments can help you secure long-term, affordable accommodation if you are at risk of homelessness or facing ongoing financial hardship.

Before we can consider giving you a Housing Payment for a deposit or rent in advance, the Housing Options Team must first check whether you are eligible for a loan instead. A Housing Payment will only be considered if you are not eligible for a loan.

If you apply for help with a rent deposit or rent in advance we will refer your details to the Housing Options Team on your behalf so that your eligibility for a loan can be considered. Only if you are not eligible for a loan from Housing Options will a Housing Payment will then be considered.

Confirm the address of the property you need a deposit for:

Give the name, address and contact details of the landlord:

Name or Company Name:	
Full Address:	
Telephone:	
Email Address:	

If you are asking for help with a deposit, explain why your landlord has not refunded the deposit for your current property:

How much is the cost of the deposit at the new address?

£

If you are asking for help with rent in advance, confirm how much this will be for:

£

IMPORTANT: The following evidence is required:

- If you need help with a deposit - Provide evidence from your current landlord confirming that your deposit will not be refunded, and
- Provide evidence from the landlord showing the amount required for a deposit.
- If you need help with rent in advance - Provide evidence from the landlord showing the amount required for rent in advance.

Important Information

- Housing Payments for deposits and rent in advance may be limited to the Local Housing Allowance (LHA) rate for your size household.
- Housing Payments for deposits or rent in advance are only paid after you move into the property. However, your application must be submitted before you move.
- If a Housing Payment is agreed for a deposits or rent in advance, you will receive written confirmation or an email to show the landlord that payment will be made directly to them once the move is complete.

Part 8 – Moving Costs / Storage Costs

Housing Payments may help with removal costs or storage costs when you need to move to long-term affordable accommodation and are at significant risk of homelessness or ongoing financial hardship. Before a Housing Payment can be considered, the Housing Options Team must first assess whether you qualify for a loan towards your moving costs. A Housing Payment will only be considered for moving costs if you are not eligible for a loan.

If you apply for help with removal costs we will refer your details to the Housing Options Team on your behalf so that your eligibility for a loan can be considered. Only if you are not eligible for a loan from Housing Options will a Housing Payment will then be considered.

Do you require help with removal costs, storage costs, or both? (State which applies.)

Confirm the date that you intend to move:

Confirm the full address of the property you will be moving to:

Describe the reason you need to move:

If you need help with storage costs, explain why you need temporary storage and for how long it will be required:

If you require a removal company and not just van hire confirm your reasons below:

Important Information

- You must provide three estimates/quotes from removal and/or storage companies before we can decide.
- Any Housing Payment for moving costs (such as removals or storage) will be paid directly to the company providing the service.

[Homeless Prevention Employment Support - ESTAR](#)

Funded by Public Health and Rother District Council the Homeless Prevention Employment Support (HPES) service helps adults and families who are at risk of homelessness stay in their homes. This support service is offered to all East Sussex residents living in private rented, social, or temporary housing who are at risk of homelessness. The service offers: CV & job application support; Budget reviews and benefits eligibility checks; Referrals to a debt advice service; Support with upskilling, training & finding a new job; Support with motivation & organisation; Referral to employment support programmes.

If you would like help to increase your income through budgeting advice, a benefits review or finding work, please email the Homeless Prevention Employment Support service HPES@eastsussex.gov.uk and a member of the team will be in contact.

Part 9 – Further Information

Please provide any additional information that you think may be relevant to your application, continue on a separate sheet if required:

Part 10 – Payment Details

Please provide your Bank or Building Society account details for the account you would like your Housing Payment to be paid into.

If you would prefer the payment to be made to a nominated third party, please provide the name of the nominated person/organisation and the reason for this request below:

Your Name (or the Name of Nominee):	
If requesting payment to a nominee’s account, please give your reason:	
Name of bank or building society:	
Address of bank or building society:	
Name on the Account:	
Sort code:	
Account number:	
Building Society Roll Number (if applicable):	

Part 11 – Declaration

- I declare that the information I have provided on this form is accurate and complete.
- I understand that I may be prosecuted if I give false information.
- I consent to my application being shared with the Housing Options team so they can consider any further help or support they may be able to offer.
- I consent to the Council making any enquiries it considers reasonable to verify the information I have provided, and that this information may be used for Council Tax collection purposes if required.
- I understand that I must notify the Benefits Service immediately of any changes to my circumstances, family circumstances, or the financial circumstances of anyone living with me.

Signature of Applicant: **Date:**

Signature of Partner: **Date:**

Extra Endorsement – To be signed if someone else has completed the form for the applicant:

- I have helped the applicant complete this application form.
- I have read each question to the applicant and recorded their answers accurately.

Full Name: **Organisation:**

Signature: **Date:**

APPENDIX - ABSENT PARENTS WITH ACCESS RIGHTS TO CHILDREN

You will need to complete and sign this form if you or your partner is an absent parent and you are applying for extra help because your children visit you regularly.

Give the following details for each child that stays with you on a regular basis:

Name of child	Sex	Date of Birth	How often does the child stay with you?	How long does each visit normally last?
1.				
2.				
3.				
4.				

Are the visits in accordance with a Court Order Yes No

IMPORTANT: The following evidence is required:

- Please enclose a copy of the Order.
- If the visits are arranged by yourself and the child's mother/father, please also enclose their written confirmation regarding the frequency and duration of the visits.

Give details of the child(ren's) other parent:

Full Name:	
Full Address:	
Telephone:	
Email Address:	

Signature of Applicant: _____ Date: _____