Subject: Requesting housing benefit to be paid on 2 homes

To the Housing Benefit team at **<your council>**

I’m writing to you about my Housing Benefit claim.

My reference or account number is **<the reference or account number on any letters you have from the council>**.

I am requesting Housing Benefit to be paid on the following properties:

**<address of the first property>**

and

**<address of the second property>**

I need to claim Housing Benefit for both properties because:

**<delete all that do not apply to you>**
I’m moving into a new home and there’s an unavoidable overlap between tenancies
I’m waiting for disability adaptations before I can move into my new home
I’m currently away from my home due to a fear of violence
My family has been placed in two homes

**<if you need to, add any other reason that is not listed>**

I require the Housing Benefit to be paid from **<the date you need both payments from>**.

To show that I am liable to pay 2 rents, I have attached the following evidence: **<example - copies or photos of 2 tenancy agreements / a letter saying adaptations are needed / a police report showing risk of violence>**

Please confirm that I will receive Housing Benefit on both properties, and tell me from what date the change will take place.

If you require any further information please contact me.

Thank you

**<your name>
<your email address or contact number>**