

Private & Confidential**HOUSING DEBT
ARRANGEMENT FORM**

To be returned to:
Housing Income Management
Team
Brighton & Hove City Council
1st Floor Priory House,
Brighton, BN1 1JP

Name:	Account number	
Current Address:		
	Home Tel:	
	Mobile Tel:	
Postcode	Email:	

YOUR CIRCUMSTANCES	
How many adults live in your home?	
How many children live in your home?	
Monthly income from employment	
Monthly income from benefits	
TOTAL MONTHLY INCOME	£

YOUR HOUSEHOLD'S MONTHLY OUTGOINGS (Please convert any weekly outgoings in to monthly figures.)	ARREARS IF ANY
ELECTRICITY	
GAS	
COUNCIL TAX	
WATER	
TELEPHONE	
TELEVISION	
CAR / TRANSPORT	
MONTHLY SHOP (FOOD, CLEANING, ETC.)	
TOTAL MONTHLY OUTGOINGS	(D) £

ALL OTHER DEBTS, LOANS & CREDIT CARDS (For yourself and your partner.)		
NAME OF CREDITOR (For example, Barclaycard.)	BALANCE OWING	REPAYMENT AMOUNT
1.		£ per month
2.		£ per month
3.		£ per month
4.		£ per month
5.		£ per month
TOTAL DEBTS OWED	£	-----
TOTAL MONTHLY REPAYMENTS	-----	£ per month

YOUR REPAYMENT PROPOSAL AND DECLARATION

I think that I can afford to pay £... ... per month towards my Housing debt with Brighton & Hove City Council.

Declaration

I / We declare that this information is a true statement of my / our current financial situation.

Signed (you) **Signed**(your partner) **Date**.....

HELPING YOU MAKE YOUR REPAYMENT ARRANGEMENT

Housing Income Management Team

Telephone: **01273 293224**

(Open Monday to Thursday from 8.30 a.m to 6.30 p.m. and from 9 a.m. to 5 p.m. on Fridays)

Email: Housing.IncomeManagement@brighton-hove.gov.uk

Website: www.brighton-hove.gov.uk/council-housing

If you would like to discuss your repayment plans or if you are having difficulty completing this form, call the Housing Income Management team for assistance.

HOW WE COLLECT AND USE INFORMATION

The information you provide will be used to assess your ability to repay your Housing debts. If you owe debts to other council departments we may pass this information on to them to assist them in assessing how much you can afford to repay them as well. The Council is registered under the Data Protection Act 1998 for this purpose.

Brighton & Hove City Council is under a duty to protect the public funds it administers. We may check information that you provide, or information provided by a third party, with other information we hold, to check the accuracy of information; to prevent or detect crime; and to protect public funds in other ways, as permitted by law. We may also share this information with other council departments or bodies administering public funds for these purposes. We may also use this information to put you in touch with council services that may be able to help you. We will not disclose information about you to anyone unless the law permits us to.

The Council is a Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about the information we have about you, or the way we use your information, please write to:

The Data Protection Officer, Brighton & Hove City Council,
King's House, Grand Avenue, Hove, BN3 2LS.