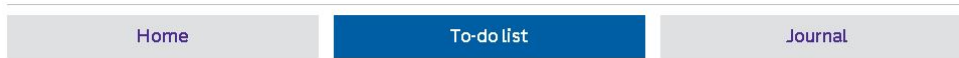


Update Your Housing Cost To-Do screens walkthrough GHA

1



Report a change

Update your housing costs

Your rent may have changed in April 2020. You must update your housing details with the new information.

If your rent is changing, you should have details of this change from your landlord. Use it to complete the to-do.

Update your details as soon as possible. You may end up having to pay money back if your details are wrong.

[Continue](#)

[Back](#)

The Update your Housing Costs To-do will be in your To-do list on your Universal Credit account

2

Report a change

Housing costs: changes

Has your rent changed?

Yes No

Have your service charges changed?

Yes No

[Continue](#)

[Back](#)

You need to select yes to say your rent has changed and, if you pay service charges that these have changed.

3

Report a change

Housing costs: date of change

When did your housing costs change?

Check the letter from your landlord for the date of the change.

Day Month Year

[Continue](#)

[Back](#)

Enter 06/04/2020

4

Report a change

Housing costs: rent

You are currently charged £408.95 per month in rent.

The Universal Credit system will display the current rent and frequency held on your account

How much will you be charged for your new rent?

Do not include any service charges or rent arrears.

£ .

Enter your new rent amount from your rent increase letter

How frequent is your new rent?

- Weekly
- Fortnightly
- Four weekly
- Monthly
- Quarterly

Select Four weekly

[Continue](#)

[Back](#)

5

Report a change

Housing costs: service charges

You are currently charged £2.70 per month in service charges.

The Universal Credit system will display the current eligible service charge and frequency held on your account

How much will you be charged for your new service charges?

Only include 'eligible' service charges. They will be listed separately on the letter from your landlord.

£ .

Enter your new eligible service charge amount from your rent increase letter

How frequent are your new service charges?

- Weekly
- Fortnightly
- Four weekly
- Monthly
- Quarterly

Select Four weekly

[Continue](#)

6

Report a change

Confirm your new housing costs

Please review the information entered.

Housing costs

Your rent has changed
Your service charges have changed
Your housing costs changed on 1 April 2020
You pay **£422.85** rent every month
You pay **£2.78** in service charges every month

This is a summary of the information you have entered.

If you have made a mistake you can correct it by selecting this option.

Are these details correct?

Yes, I confirm these details are correct No, I want to change these

If the information is correct you should select this option.

! I declare that the information I have given is correct and complete

I understand that if I fail to promptly report changes in my circumstances which I know will affect my entitlement to Universal Credit I may be liable to prosecution or have some other financial sanction taken against me.

I understand and make the declarations above

[Continue](#)

You need to read this declaration and tick this box to confirm you understand it

7

Report a change

This change has been reported

You've told us about a change that happened in a previous Assessment Period.

The wording of this screen will be different depending on when you have completed the To-do.

Call 0800 328 5644 (Textphone: 0800 328 1344) in the next 5 days if you think you may have been underpaid or overpaid. You'll need a good reason why you were late reporting a change.

Calls to 0800 numbers are free from landlines and mobiles.

If this affects your claimant commitment we'll be in touch.

Has anything else changed?

Your payment is based on your current circumstances. You must report all changes to your claim.

If you are reporting the change to your rent in an Assessment Period that doesn't include the 06/04/2020 you will need to request a backdated payment from 06/04/2020 on your journal. You must include the reason you have not reported the change sooner.

[Report another change](#)

[Back to to-do list](#)