

Updating your Universal Credit Journal 2021:

Confirm Your Housing Cost To-Do screens walkthrough



1.



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

2.

Confirm your housing costs

Changes to your housing costs

Has your rent changed?

- Yes
- No

Have your eligible service charges changed?

- Yes
- No

Select yes to say your rent and service charges (if you have them) have changed

Continue

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3.

Confirm your housing costs

Date of change

Did your housing costs change on 5 April 2021?

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

- Yes
- No

You need to select yes to say your rent changed from 5 April 2021

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4.

Confirm your housing costs

Changes to your rent

You are currently charged per week in rent.

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

Your landlord should have written recently with details of changes to rent or eligible service charges.

Are you still charged weekly for your rent?

- Yes
- No

Select Yes

How much is your new rent per week?

Do not include any service charges or rent arrears.

£

Enter the weekly rent amount from your rent letter

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5.

If you currently have Service Charges recorded on your Universal Credit Housing Costs you will be taken to the following screen:

Confirm your housing costs

Changes to your service charges

You are currently charged per week in eligible service charges.

The Universal Credit system will display the current service charges held on your account

Your landlord should have written recently with details of changes to rent or eligible service charges.

Are you still charged weekly for your service charges?

- Yes
- No

Select Yes

How much are your new eligible service charges per week?

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

£

Enter the weekly eligible service charge amount from your rent

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6. Once you have answered these questions you will see a summary of your answers. If you have made any mistakes you can change your answers.

If you are happy with the information you have provided press confirm to complete the To-Do.

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