

Please complete the fields below, then click on the Income and assets tab at the bottom of the screen to continue inputting data. For keying in data, it's best to first DOUBLE-CLICK the data input field

### Number in Household Sheet

<b>Applicant name</b>	
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Number of adults in addition to applicant in household	
Number of dependant children under 14 in household	
Number of dependant children aged 14-18 in household	
Number of vehicles owned or leased by household	

**Income and Assets Sheet**

**Applicant name**

**INCOME**

**Salary or wages**

1	Applicant's salary or wages (take home)	
2	Partner's salary or wages (take home)	
3	Other income	<input style="width: 250px; height: 15px;" type="text"/>
4	Other income	<input style="width: 250px; height: 15px;" type="text"/>
<b>Monthly Total Salary / Wages</b>		

**For household**

Monthly amount £	Notes
<b>Monthly Total Salary / Wages</b>	

**Other income**

5	Maintenance or child support	
6	Boarders or Lodgers	
7	Non-dependant contributions	
8	Student loans, grants and NHS bursary	
9	Other	<input style="width: 250px; height: 15px;" type="text"/>
<b>Monthly Total Other Income</b>		

Monthly amount £	Notes
<b>Monthly Total Other Income</b>	

**Benefits**

10	Jobseeker's Allowance (Income-based)	
11	Jobseeker's Allowance (Contribution-based)	
12	Income Support	
13	Working Tax Credit	
14	Child Tax Credit	
15	Child Benefit	
16	Employment & Support Allowance / Statutory Sick Pay	
17	DLA, PIP or Attendance Allowance	
18	Carer's Allowance	
19	Housing Benefit / Local Housing Allowance	
19a	Council Tax Reduction	
20	Universal Credit	
21	Other	<input style="width: 250px; height: 15px;" type="text"/>
<b>Monthly Total Benefits</b>		

Monthly amount £	Notes
<b>Monthly Total Benefits</b>	

**Pensions**

22	State pension(s)	
23	Private or work pension(s)	
24	Pension Credit	
25	Other	<input style="width: 250px; height: 15px;" type="text"/>
<b>Monthly Total Pensions</b>		
<b>Monthly Total Income</b>		

Monthly amount £	Notes
<b>Monthly Total Pensions</b>	
<b>Monthly Total Income</b>	

**ASSETS OR EQUITY**

**House or flat**

26	Total value of property(ies)	
27	Mortgage outstanding	
28	Secured loan(s) outstanding	
<b>Total Equity</b>		

Amount £	Notes
<b>Total Equity</b>	

**Other assets**

29	Value of vehicle(s) (less HP outstanding)	
30	Savings	
31	Other assets	<input style="width: 250px; height: 15px;" type="text"/>
<b>Total Other Assets</b>		
<b>Total Assets and Equity</b>		

Amount £	Notes
<b>Total Other Assets</b>	
<b>Total Assets and Equity</b>	







