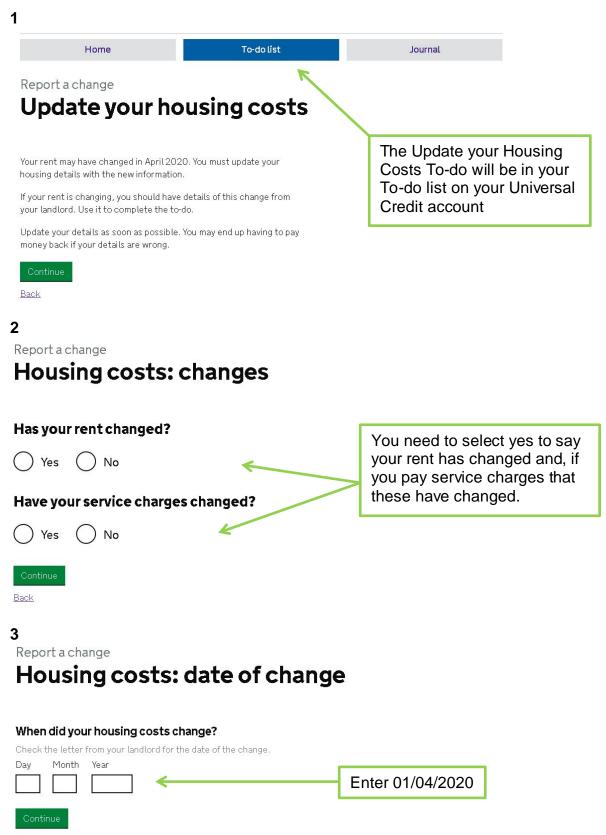
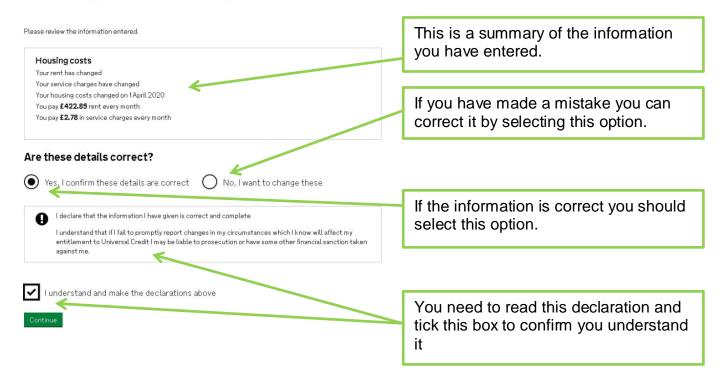
## Update Your Housing Cost To-Do screens walkthrough Loretto



Back

4	
Report a change	
Housing costs: rent You are currently charged £408.95 per month in rent. How much will you be charged for your new rent?	The Universal Credit system will display the current rent and frequency held on your account
Do not include any service charges or rent arrears. £ How frequent is your new rent?	Enter your new rent amount from your rent increase letter
<ul> <li>Weekly</li> <li>Fortnightly</li> <li>Four weekly</li> </ul>	
Monthly  Quarterly	Select Monthly
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
How frequent are your new service charges?	amount from your rent increase letter
<ul> <li>Weekly</li> <li>Fortnightly</li> <li>Four weekly</li> <li>Monthly</li> <li>Quarterly</li> </ul>	Select Monthly

## 6 Report a change **Confirm your new housing costs**



## 7 Report a change This change has been reported

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

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.

Report another change

Back to to-do list

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

If you are reporting the change to your rent in an Assessment Period that doesn't include the 01/04/2020 you will need to request a backdated payment from 01/04/2020 on your journal. You must include the reason you have not reported the change sooner.