



**UNIVERSAL CREDIT**

# **REPORTING A CHANGE IN RENT**



**ACCENTGROUP.ORG**

## REPORTING A CHANGE IN RENT

To report a change of your rent, which usually happens in April each year, you will need details of your new rent and service charges. We will write to you with this information each year. Please speak to us if you aren't sure about anything.



## USING YOUR ONLINE UNIVERSAL CREDIT JOURNAL

To report the change, log on to your online UC Journal:



- 1 On the 'home tab' click on 'report a change in circumstances tab'.
- 2 Click the 'Where you live and what it costs' tab. You'll be asked 'What has changed?'
- 3 Choose 'something else'. You'll now be asked the 'additional questions' opposite.





**BUILDING  
BETTER  
FUTURES**

If you'd like to speak to a member of our Income  
team please call us on **0345 678 0555**

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