### Housing Benefit Review: 48 Hr Preview Checklist

**To Local Authority Contact.**

Please complete and return the attached proforma. If there have been changes since the HBR sample was received, please provide copies of the appropriate documentation and HB screen prints (e.g. assessment and payment screen). **Please E-Mail/Fax completed form to me.**

<table>
<thead>
<tr>
<th>Visits scheduled for:</th>
<th>Review Officer:</th>
<th>Local Authority name:</th>
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<th>H.B. Ref:</th>
<th>Is the case live at the same address? Y/N</th>
<th>Details of all changes including ATLAS notifications since (selected period)</th>
<th>Has HB been reviewed and, if so, from what date?</th>
<th>Has an Into Work IWK4 been received since (selected period) Y/N</th>
<th>If yes, on what date was it received? (please provide a copy)</th>
<th>Current weekly HB rate:</th>
<th>Amount of last HB payment:</th>
<th>Date of last HB payment posted:</th>
<th>Period payment covered?</th>
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*Date Local Authority system check completed.*

Local Authority Contact’s signature. (an electronic signature can be used)

**For PM use only (after review):**

Date of PM visit

Date of next HB payment

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PMG Oct 2014 Final