

Under the Local Housing Allowance (LHA) scheme, we will usually pay benefit to you, the tenant. You must then pay the rent to your landlord yourself.

However if you have difficulty managing your financial affairs we may be able to make payments directly to your landlord.

If you would like us to consider making payments to your landlord, please complete this form and return it to us, together with the proof we need.

This form should be filled in by you, the tenant. However, if you have difficulty, it can also be filled in on your behalf by, for example:

- family or friends
- social worker or care worker
- advice or welfare agency
- your landlord
- a Housing Department

We will send you our decision as soon as we can. If we need further information from you we may write to you or interview you and/or your representative.

If you or your landlord disagree with the decision you can appeal against the decision.

About you

Benefit claim reference

Your full name

Address

Phone number

About your landlord

Landlord's Name

Address

Phone number

If you / your partner are having or likely to have problems managing your money and paying your rent, please tick all the boxes below that apply to you.

We will need to see the proof detailed below.

Reason for paying LHA to the landlord

Proof we need to see

I have problems managing my money because of learning difficulties

Written proof from GP, Social Services, support provider, DWP or Citizens Advice Bureau

I have a medical condition or mental health problem which makes it difficult to manage my money

Written proof from GP, Social Services, support provider, hospital or Citizens Advice Bureau

I have serious difficulties reading and writing

Written proof from support groups, welfare organisations or Citizens Advice Bureau

I have difficulty speaking and understanding English

Written proof from support groups welfare organisations or Citizens Advice Bureau

I am dealing with an addiction to drugs, alcohol or gambling

Written proof from GP, Social Services, support provider, hospital, Probation service, or CAB.

I am escaping domestic violence

Written proof from welfare organisations or refuges.

I have recently been released from prison

Written proof from the prison or Probation Service

I have severe debt problems

Court Orders, CCJ's, proof from debt advisors, solicitors, creditors, Citizens Advice Bureau.

I am unable to open a bank account or am an undischarged bankrupt

Letter from bank, Citizens Advice Bureau or, in the case of bankruptcy, a copy of the Court Order.

I have a history of rent arrears or Homelessness

Proof from support groups, homeless charities, local authority housing department.

Other reasons – please tell us about them below

Please ensure that the declaration below is fully completed and that your landlord has signed the undertaking on the reverse of this form and given all bank/building society account details.

Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can.

I declare that the information I have given on this form is correct and complete as far as I know and believe.

I agree that you may ask any of the people or organisations mentioned on this form for any information which is needed to deal with my request.

By filling in and signing this form you authorise us to make payment of your Local Housing Allowance to your landlord where appropriate.

Your signature Date

Your partner's signature Date

Declaration of the person filling in the form on behalf of the tenant

I declare that, as far as possible, I have confirmed with the tenant that the information I have written on this form is correct.

Your signature Date

Name in full Phone number

Address Relationship to tenant

Please complete landlord direct payment form overleaf

LANDLORD DIRECT PAYMENT FORM

LANDLORD'S UNDERTAKING

(This section must be signed by the landlord before any rent direct payment(s) can be made)

Declaration

1. I am the landlord of the above named tenant.
2. I, as the landlord of the above, understand that it is a criminal offence to dishonestly or without reasonable excuse, fail to notify the Benefit Section of any change in circumstance that I am required by the Housing Benefit Regulations to report. These include a change in my tenant's (or a member of the tenant's household) :
 - rent or terms of the tenancy,
 - if they move property, or to a different room within the property,
 - income,
 - if they start or stop work,
 - if they are or will be, absent from the property for a period of time,
 - if someone joins or leaves the household,
 - any other change that may affect entitlement to benefit.
3. I am prepared to accept Housing Benefit payment on behalf of the tenant.
4. In accepting payment I am aware that if any overpayment of Housing Benefit should occur, I am liable to reimburse the Council for the full amount of any such overpayment. This includes any overpayment that may occur when the Council makes an interim payment of benefit whilst awaiting further information concerning the benefit claim.

I DECLARE I HAVE READ AND UNDERSTOOD THE ABOVE CONDITIONS

Landlord's SignatureDate

Bank/Building Society Name

Account Number

Sort Code

Bank/Building Society Account Name

Bank/Building Society Reference
(if required)