

Landlord Application for Payment Direct

Use this form if you would like us to pay Housing Benefit direct to you

Landlord Details

Your name

Your address

Postcode

Your telephone number

I am the owner of the property

YES

NO

I am the agent for the property

YES

NO

Tenant Details

Surname of your Tenant

First name of your tenant

Your tenant's address

Postcode

Claim reference number

Reason for request

My tenant has 8 weeks or more rent arrears

Tell us about this in Section A

I believe my tenant is likely to have a problem managing their financial affairs

Tell us about this in Section B

Only payments direct will secure a new tenancy or prevent eviction on an existing tenancy

Tell us about this in Section C

Section A

About your tenant's rent arrears

How much rent do you charge?

£

every

week / fortnight / 4 weeks / month

Amount of rent arrears

£

What period(s) do the
rent arrears cover?

From

To

Section B : Difficulty Managing Money

1. Please give more information about why you think your tenant is likely to have difficulty managing their money:

We may ask to see evidence if it is not already on file, such as a letter from GP, Social Services, care worker, hospital, support group or probation service. For debt or non payment of rent, we may ask to see copies of rent records or letters proving attempts to collect monies, court orders or CCJ's.

Do they have:

- A medical condition affecting mental or physical health
- A learning disability
- An addiction to drugs or gambling
- Current rent arrears
- A history of debt problems
- Deductions made from other benefits to pay rent arrears

Are they:

- Fleeing domestic violence
- A care leaver
- Unable to read and/or write English
- Unable to speak English
- Unable to open a bank account
- Leaving prison
- An undischarged bankrupt

2. Please use this space to give us any other information in support of your request:

Section C : Securing The Tenancy

Complete this section if you will not grant or renew a tenancy unless payment is made directly to the landlord.

For payment to be made direct under this rule, the rent charged must be at a level that the tenant can reasonably afford.

1. Have you or will you reduce the rent if benefit is paid direct to you? Yes / No

If Yes

How much did you previously charge weekly? £

£

(If you charge rent monthly multiply rent by 12 and divide by 52)

How much will you charge weekly if payment is made direct to you? £

£

2. Please confirm the weekly LHA amount that you believe applies to this tenant? £

£

You can check LHA rates on the Directgov website at <http://lha-direct.voa.gov.uk>

3. Is the rent you intend to charge if benefit is paid direct to you, above the Local Housing Allowance (LHA) rate that applies to this tenant? **Yes / No**

If Yes, you must discuss with your tenant how they will meet the shortfall. Have you done this **Yes / No**.

How will your tenant make up the shortfall to prevent rent arrears?

Please tick all the methods that apply

Family Support. Please state who will help them

Savings

They work and have disregarded income

They will budget to meet the shortfall from their Benefits

Other

Please give as much supporting information as you can in the space below.

Please note if you are charging more than the LHA rate that applies to this tenant and they cannot meet the shortfall themselves, benefit will not be paid direct to the landlord.

4. You must state here the reason why paying benefit direct to you will help to secure the tenancy or prevent eviction

Your bank details

Are you receiving direct payments for other tenants

YES NO

If YES what is your landlord reference number?

Are you receiving payments into your bank/building society?

YES NO

If NO, please give the name and address of your bank/building society

Postcode

Name of account holder

Account number

Bank sort code

Building Society roll number

Your declaration

Please read this declaration carefully before you sign it

I understand the following:

- Housing Benefit payments are not payments of rent. If I receive Housing Benefit payments on behalf of my tenant it does not mean that there is a rental contract between myself and the Council. It is my tenant's responsibility to pay rent to me.
- I must tell you straight away if I find out about any change in my tenant's circumstances

Such changes may include:

- the tenant moves out or swaps a flat or room at the same address
- a change in the number of people living with the tenant
- the tenants starts work
- You can stop paying me Benefit if I do not tell you about any changes
- I can be prosecuted if I accept Housing Benefit to which I know I am not entitled
- If you pay me too much Housing Benefit for any tenant, I will have to repay any monies that are overpaid and recoverable by law. I understand that you can take the amount of overpaid benefit from any payments made to me

Signature

Date

What happens next

We will suspend the claim and write to your tenant explaining that you have requested benefit payments be made to you.
We will ask them if they agree with your reasons.
We will give them 14 days to respond.
When they respond, or fail to, we will make a decision on who to pay the benefit to.