

CUSTOMER ACCOUNTS – PAYMENT TO LANDLORD REQUEST



Local Housing Allowance

Central Bedfordshire Council

Watling House
High Street North
Dunstable
Bedfordshire
LU6 1LF

Please complete this form and return it to the address above to:

- request that Housing Benefit payments are paid directly to your landlord.

If you have any questions about this form, please contact us:

Telephone 0300 300 8306

Email customer.accounts@centralbedfordshire.gov.uk

www.centralbedfordshire.gov.uk

Section 1 – About the Tenant

**Surname or
family name**

Other names

Address

**Phone
number**

NI Number

**Claim
reference**

Section 2 – About the Landlord

Landlord's name

Landlord's address

Phone number

Section 3 – Reason for paying LHA to the landlord

If you or 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.

Reason for paying to the landlord	Proof we need to see
I/my partner am eight weeks or more in arrears with the rent	<input type="checkbox"/> Written proof from landlord, rent statement / rent book showing arrears or Eviction notice / court documents confirming arrears
I/my partner have problems managing money because of learning difficulties	<input type="checkbox"/> Written proof from care workers, your doctor or Social Services
I/my partner have a medical condition or mental health problem which makes it difficult to manage money	<input type="checkbox"/> Written proof from care workers, your doctor or Social Services
I/my partner have serious difficulties reading and writing	<input type="checkbox"/> Written proof from support groups
I/my partner have difficulty speaking and understanding English	<input type="checkbox"/> Written proof from support groups
I/my partner am dealing with an addiction to drugs, alcohol or gambling	<input type="checkbox"/> Written proof from support groups, your doctor, Social Services or hospital
I/my partner am escaping from domestic violence	<input type="checkbox"/> Written proof from support groups or Social Services
I/my partner have recently been released from prison	<input type="checkbox"/> Written proof from the prison or probation service
I/my partner have severe debt problems	<input type="checkbox"/> Court orders, CCJ's, proof from debt advisors, solicitors or creditors
I/my partner am an undischarged bankrupt	<input type="checkbox"/> Copy of the court order

I/my partner am unable to open a bank account Letter from bank or money advisors

I/my partner have a history of rent arrears or homelessness Letter from support groups or homeless charities

Other reason Please tell us about this below

Please continue on a separate sheet of paper if you need more space.

Section 4 – Declaration

Declaration of the tenant

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 a signing this form you authorise us to make payment of your Local Housing Allowance to your landlord.

Your 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**

Your name in full

Your phone number **Your relationship to the tenant**

Section 5 – Sharing information with your landlord

Sharing information with your landlord or letting agent can sometimes help us to deal with your claim more quickly.

If you give us permission we would be able to inform your landlord or letting agent whether:

- You have claimed Housing Benefit, or
- We have made a decision on your claim, or
- We need more information to finalise your claim.

We will not give your landlord or letting agent any information about your personal circumstances or your financial situation.

It will not affect your claim if you do not give us permission to speak to your landlord, and if you give permission now you can change your mind at any time by contacting us.

We may need to confirm information with your landlord before we can make a decision on your claim, for example, the start date of your tenancy. In these circumstances, we can contact your landlord without your permission. But under the Data Protection Act 1998, we need your permission to discuss anything else with them.

Your name

Your address

Claim reference

I give Customer Accounts at Central Bedfordshire Council permission to share information about the progress of my claim with my landlord or letting agent named below.

Name of Landlord / Letting Agent

Address of Landlord / Letting Agent

Your signature

Date