

# Local Housing Allowance

## Rent 8 weeks in arrears - Landlord request for direct payment

Claim Reference number (if known):

Under the Local Housing Allowance (LHA) scheme, we will usually pay benefit to a tenant. A tenant must then pay the rent to their landlord. If the tenant is 8 weeks or more in arrears with their rent, the law allows for payment of Local Housing Allowance to be made directly to the landlord unless it is in the overriding interests of the claimant or his family not to do so.

Please fill in this form in black ink and return it to us, together with the proof we ask for. We will send you our decision as soon as we can. Please note that if you cannot send the proof we ask for, it may delay our decision. This may mean that payments will continue to be made to your tenant.

### About the tenant

Surname or family name:

Other names:

Address:

Postcode

Phone number:

Code

Number

### About the landlord

Landlord's Name:

Address:

Postcode

Phone number:

Code

Number

### About rent arrears

(A) Amount of rent charged

every

(B) Total amount of arrears

from

/ /

to

/ /

You will need to provide proof of the tenant's rent arrears. Ideally this should be a rent statement that shows

- the rent that is due, and
- the payments that have been paid during the last 12 months or since the tenancy started.

The proof you provide **must** cover the total amount of rent arrears outstanding.

Other types of proof you can send are detailed below. Please note that we must see original documents. We cannot accept copies.

Please tell us which documents you are sending with this form by ticking the boxes that apply.

Rent account statement	<input type="checkbox"/>	Bank statement	<input type="checkbox"/>
Rent book	<input type="checkbox"/>	Confirming transactions for rent payments	<input type="checkbox"/>
Rent receipts details of amounts and dates paid	<input type="checkbox"/>	Evictions notice – because of rent arrears	<input type="checkbox"/>
		Court documents – confirming rent arrears	<input type="checkbox"/>

Please use this space to tell us anything else you think we might need to know. Please continue on a separate sheet of paper if you need more space.

Payments, if made to you will be paid by BACs, please therefore supply the following details.

Name of bank or building society:

Address:

Postcode

Whose name is the account in?

Account number:  Sort Code:

## Declaration

- 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 check any information I have given or proof sent with this form.
  - I agree to accept Housing Benefit payments for the tenant named in this form.
- I understand that by law:
- I must tell you straight away if I find out about any change in the tenant's circumstances;
  - You can stop paying benefit to me if I do not tell you about any change of circumstances;
  - I can be prosecuted if I accept Housing Benefit for any tenant which I know I am not entitled to; and
  - If you pay me too much for any tenant, I must repay it.

Signature:

Date:  /  / 20