

LOCAL HOUSING ALLOWANCE

DIRECT PAYMENTS TO LANDLORD FORM



Claim number

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.

If you think that getting Local Housing Allowance payments will cause you serious problems, we may be able to pay your LHA to your landlord. We will need to decide if you are having, or are likely to have problems managing your money and paying your rent. We can now also pay benefit direct to your landlord if we consider that it would help you to get or keep a tenancy.

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 can be filled in by you the tenant, it can also be filled in on your behalf by:

- a friend
- relative
- social worker
- care worker
- your landlord

If this form is filled in on your behalf, you must still sign the declaration at the back of this form. Where possible, we will send you our decision within 14 days of receiving all the information we need.

About the tenant

Surname or family name

Other names

Address

Postcode

Phone number

National Insurance Number

Tenancy/Rent Reference Number

About your landlord

Landlord's name

Address

Postcode

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.

Reason for paying LHA to the landlord

It would assist you in securing or retaining your tenancy

Your or your partner have problems managing your money because of learning difficulties

You or your partner have a medical condition or mental health problem which makes it difficult to manage your money

You or your partner have serious difficulties reading and writing

You or your partner have difficulty speaking and understanding English

You or your partner are dealing with an addiction to drugs, alcohol or gambling

You or your partner are fleeing domestic violence

You or your partner have recently been released from prison

You or your partner have severe debt problems

You or your partner are subject to sequestration proceeding or have entered into a Trust Deed in respect of your debts

You or your partner are unable to open a bank account

You or your partner have a history of rent arrears or homelessness

Proof we will need to see

Written proof that your rent has been set at or reduced to an affordable level by your landlord, or that your landlord has agreed to let to you at an affordable level in return for direct payments

Written proof from care workers, your doctor, Social Work

Written proof from care workers, your doctor, Social Work

Written proof from recognised support groups

Written proof from recognised support groups

Written proof from support groups, your doctor, Social Work, your hospital

Written proof from recognised support groups, Social Work

Written proof from the prison or Probation Service

Court Orders, Trust Deeds, proof from debt advisors, solicitors, creditors

The Court Order

Letter from the bank or money advisors

Proof from recognised support groups, homeless charities

Request for Payment to Landlord

Other reason - please tell us about it below

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

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 or to verify the information provided.

By filling in and signing this form you authorise us to pay your Local Housing Allowance directly to your landlord.

Your signature

Date

Your partner's signature

Date

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

I declare that 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

Relationship to the
tenant