

LOCAL HOUSING ALLOWANCE



LANDLORD PAYMENT REQUEST FORM (Tenant 8 Weeks or more in Arrears)

Claim number

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.

If you are aware your tenant is claiming or is in receipt of Housing Benefit and they are 8 weeks or more in arrears and you would like us to consider paying Housing Benefit direct to you, please fill in this form and return it to us, together with the proof we ask for. We will send you our decision within 14 days. 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.

Please note, if your tenant has arrears as they are legally withholding rent due to a dispute with you, we cannot pay Housing Benefit directly to you.

About the tenant

Surname or family name

Other names

Address

Postcode

Phone number

About you (the landlord)

Your name

Address

Postcode

Phone number

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About rent arrears

(A) Amount of rent changed £ 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 rent that has not 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 Bank statement confirming transactions for rent payments

Rent book Evictions notice - because of rent arrears

Rent receipts details of amounts and dates paid Court documents - confirming rent arrears

Other (please give details)

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

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Bank Details

Name of your bank or building society

Branch address

Name of account holder

Account number

Sort code

Building society roll number

If we have not paid Housing Benefit payments to you before, we need you to give us proof of your bank details (for example, a bank statement) before any payments can be made.

Declaration

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 which I know I am not entitled to; and
- if you pay me too much Housing Benefit for any tenant, I may have to repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.
- I declare that the information I have given on this form is correct and complete.
- I agree that you may check any information I have given or proof sent with this form.

Signature

Date

Capacity

e.g. Rent Officer, Landlord, Agent, etc

For office use

Amount at (B)

divided by

Amount at (A)

of weeks in arrears

(expressed as a weekly figure)

Decision maker

Date of decision

Payment to landlord

No

Yes

Decision review date