



Application for direct payments of housing benefit to your landlord

Please fill in this form to **request your housing benefit to be paid to your landlord** and send it to:

Benefit Services
PO Box 302
Witney
OX28 IWP

Date:
Claim reference number:

Payments for housing benefit

Payments of local housing allowance are normally paid directly to the tenant, we can however make payments direct to the landlord when we consider sending the payments direct to the tenant may cause serious difficulties. These difficulties could be to the tenant or the landlord.

A request to make payments direct to the landlord can be made by or on behalf of the tenant, by family and friends, a support worker, or the landlord themselves. The tenant must sign the form whenever possible.

The decision to pay your landlord

The decision to make payments direct to the landlord is down to the local authority, our decision will be based on the information you give us in this form and the evidence supplied.

Evidence can be supplied by people such as:

The tenant Welfare groups Probation officer	Tenant's friends and family Social services Jobcentre plus	The landlord GP's Pension service
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The decision to pay your landlord

The decision to make payments direct to the landlord is down to the local authority, our decision will be based on the information you give us in this form and the evidence supplied.

Circumstance when we may consider making payment to the landlord include:

Learning disabilities	Debt problems	History of rent arrears
Medical conditions	Un-discharged bankruptcy	Previous evictions
Mental health problems	Inability to open a bank account	Utility service arrears

If you disagree with the decision

If either the tenant or landlord disagree with our decision (whether it is to pay the landlord or not) they will both have the right to ask us to look at the decision again. If they are still unhappy they will have the right to appeal against our decision. If you would like more information regarding this please contact us by using the details below.

If we decide to make payments direct to the landlord, we will usually review this decision after an agreed period to check it is still appropriate.

Please complete all the questions, guidance on completing the questions marked with a * can be found overleaf. If you need anymore space please continue on a separate sheet of paper.

1. Tenant's name

2. Tenant's address

3. Name of person completing the form

4. Contact number and address if the person in question 3 is not the tenant

5. If the tenant is not completing the form please tell us your relationship to the tenant

6. If the tenant is not completing the form please tell us the reason for completing the form on their behalf

7. Tell us about any learning difficulties that may cause you problems paying your rent

*8. Tell us about any physical disabilities and medical conditions that may cause you problems paying your rent

*9. Tell us about any mental health problems that may cause you problems paying your rent

*10. Are you coping with an addiction? e.g. alcoholism, gambling, substance misuse

*11. Do you need assistance to understand English? If so what difficulties does this cause

*12. Tell us about any recent changes or any changes you anticipate that may mean you need additional support

*13. Have you had any problems in the past paying your rent?

*14. Do you have rent arrears?

How much are your arrears?

What period do they cover? From To

What action has your landlord taken to recover these arrears? Please send proof.

Have you asked the landlord to reduce your rent?

*15. Do you have any other debts you need help to resolve? Please tell us what they are

*16. Do you have any help from any agencies, organisations, friends or family to help you pay your rent? If so please us their details

17. Are you having any deductions taken from your income to help repay your debts?

Tenant's declaration

- The information declared is true and correct
- I am happy for my LHA payments to be sent directly to my landlord
- I will notify the Benefits Section if I feel I am able to receive my benefit directly

I have read and understood the declaration

Your signature..... Date.....

Your partner's signature..... Date.....

Person completing the form if not the tenant

- The information declared is true and correct to the best of my knowledge
- I believe it in the best interest of the tenant to pay the LHA direct to the landlord

I have read and understood the declaration

Name.....

Signature..... Date.....

Guidance notes for the completion of this form

8. Tell us about any physical disabilities and medical conditions that may cause you problems paying your rent

Due to the different varieties of physical disabilities it may only be certain cases when it affects how a person manages their affairs. For example severe impairment to both sight and hearing may cause additional problems with communication. Some physical conditions can be age related or cause problems when you want to go out or access public buildings. Some conditions may mean you have to remain close to medical equipment.

9. Tell us about any mental health problems that may cause you problems paying your rent

Coping with mental illness may mean that you are less able to manage their financial affairs, this includes organising the payment of the rent. It maybe that you only need payments to be sent to your landlord whilst you are receiving support from other support networks or whilst you are on medication.

Common forms of mental illness include:

Anxiety	Phobias	Depression
Dementia	Eating disorders	Personality disorders
Alzheimer's	Schizophrenia	Obsessive compulsive disorder

10. Are you coping with an addiction? e.g. alcoholism, gambling, substance misuse

Someone experiencing addiction or with past experience of addiction for example to alcohol, drugs or gambling may find it difficult to prioritise their finances. Therefore, It may prove more helpful to pay any benefit direct to your landlord

11. Do you need assistance to understand English? If so what difficulties does this cause

This can cause barriers by reducing your ability to deal with banks or landlords when trying to organise payment of the rent. It may help to have payments sent to your landlord whilst you are receiving support to manage your affairs.

12. Tell us about any recent changes or any changes you anticipate that may mean you need additional support

This could be in circumstances such as the breakdown of a relationship, bereavement, going into or coming out of hospital or the diagnosis of a terminal illness of a relative.

13. Have you had any problems in the past paying your rent?

If you have had rent arrears in the past which have led to eviction and the possibility of homelessness then please tell us the details and provide any proof. If you feel there is a risk of this happening again and are receiving support to maintain your tenancy it may be beneficial to have payments sent directly to your landlord.

14. Do you have rent arrears?

Please advise us of any rent arrears that you currently owe and details of any action the landlord has taken to recover these debts. Please provide any evidence you have of these arrears and the action taken.

15. Do you have any other debts you need help to resolve? Please tell us what they are.

Please tell us about all major debts you have such as Un-discharged Bankruptcy and County Court Judgements, these kind of debts may mean you are unable to open a bank account. Please also tell us about any other debts such as arrears of utility bills. We may be able to refer you to an independent organisation who can help you with these debts.

16. Do you have any help from any agencies, organisations, friends or family to help you pay your rent? If so please us their details.

If you are receiving any support from any agencies, organisations, friends or family please tell us about the support package you are receiving.

17. Are you having any deductions taken from your income to help repay your debts?

The DWP can take money from your benefit to pay arrears of rent, Council Tax or utility bills. You can also have deductions taken from your earnings to pay the CSA or any Council Tax arrears. If you are having any deductions taken from your income please provide evidence.