



Office stamp

LOCAL HOUSING ALLOWANCE

Claim reference number if known

Direct payment to the landlord – request form

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 receiving 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.

If you would like us to consider making payment 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** on the back. We will send you our decision as soon as we can.

About the tenant

Surname or family name

Other names

Address

Postcode

Phone number

NINO

About the landlord

Landlord's Name

Address

Postcode

Phone number

If you / you and your partner are having or are likely to have problems managing your money and paying your rent, please tick all the boxes below that apply to you.

We will need to see the proof as stated

Reason for paying LHA to the landlord

Proof we need to see

I / we have problems managing my / our money because of learning difficulties

Written proof from care workers, your doctor, Social Services

I / we have problems managing my / our money because of physical disabilities

Written proof from care workers, your doctor, Social Services

I / we have a medical condition or mental health problems which makes it difficult to manage my / our money

Written proof from care workers, your doctor, Social Services

I / we have difficulty speaking and understanding English / have serious difficulties reading and writing

Written proof from support groups

I am / we are dealing with an addiction to drugs, alcohol or gambling

Written proof from support groups, your doctor, Social Services, hospital.

I am / we are escaping from domestic Violence

Written proof from support groups, Social Services

I / we have recently been released from prison

Written proof from the prison or Probation Service

I / we have severe debt problems

Court Orders, CCJ's, proof from debt advisors, solicitors, creditors.

I am / we are undischarged bankrupt

Copy of the Court Order

I am / we are unable to open a bank account

Letter from bank or money advisors

I / we have a history of rent arrears or homelessness

Proof from support groups, homeless charities, MDC Housing Options Team

I / we have had the rental charge reduced in order to maintain / secure my tenancy

Written proof from landlord of previous rental charges on the property, previous tenancy agreement

I / we have 8 weeks or more rent arrears /
have a history of missed payments

Rent records, evidence of enforcement action

I am / we are having deductions taken from
my / our Income Support / Job Seekers
Allowance to clear rent arrears

Letter from the Department for Work and Pensions

Other reason – please tell us about it below

Please continue on a 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.

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

Your partner's 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

Name in full

Relationship to tenant

Phone number

