

A form for requesting payment of Local Housing Allowance to your landlord



LHAB7

For office use only		
	Issue date:	
	Receiving office stamp:	Benefits office stamp:

About this form

We will normally pay the Local Housing Allowance to you.

In some circumstances we may be able to pay the Local Housing Allowance to your landlord on your behalf if:

- you have 8 weeks or more rent arrears
- you are having deductions made from Income Support or Jobseeker's Allowance to pay for rent arrears;
- we believe that it is unlikely that you will pay your rent because:
 - you have a history of rent arrears; or
 - you have left a property leaving rent arrears.
- we believe it is in your best interests to pay your landlord because:
 - you have financial difficulties or severe debt problems; or
 - you have difficulty in managing your own affairs.

The information you give on this form will help us decide if we should pay your landlord.

Who should fill in this form

If possible you should answer the questions on this form yourself.

If you can not do this you could ask your:

- family member or friend
- support worker
- Landlord or letting agent
- main carer
- local advice or welfare agency
- local council office

to help.

How to fill this form in

- Please write in CAPITAL LETTERS.
- Please fill in all the sections that apply to you.
- Please fill this form in with black ink. Do not use pencil.
- If you make a mistake, cross it out and put the right answer next to it.
- Do not use correction fluid or tape.

Section 1 About you

Full name:

Address:

Postcode:

Date of birth:

Letters Numbers Letter

National Insurance number:

Home phone number:

Mobile phone:

Email address:

Section 2 About your circumstances

Do you have difficulty managing your money or day to day affairs?

No Go to Section 3.

Yes Tell us about this below.

Is this because you: (Tick all the boxes that apply.)

• have a medical condition?

• have learning difficulties?

• have physical disabilities?

• have mental ill health?

• have an addiction to alcohol, other substance or gambling?

• are leaving prison?

• have financial difficulties

• are leaving care or hospital?

• live alone without the support you need?

• were recently homeless?

• need help from a homeless charity?

• need help from supporting people grant?

• have reading difficulties or English is not your first language?

• are fleeing violence?

• are going into care or hospital?

• other

Give us as much information as you can about this on the next page.

Section 2 About your circumstances (continued)

Use this space to tell us more about why you have difficulty managing your money or day to day affairs?

Please explain whether these are temporary or permanent, and how you pay other bills such as gas, electricity, water rates or Council Tax.

Please send us some written evidence to support what you have told us. Examples can be found on the information sheet supplied with this form.

Section 3 About your rent

Do you have rent arrears?

No

Yes How much are your rent arrears?

£

What period do they cover?

From / / to / /

Has your landlord taken any action to recover the rent arrears?

No

Yes Give details.

For example, court action, notice of seeking possession, notice to quit, sent you a letter or set up a payment plan.

We need to see proof of this.

Have you had problems paying your rent in the past?

No

Yes Give details.

Are you having deductions made from your Income Support or income-based Jobseeker's Allowance to pay rent arrears?

No

Yes We need to see proof of this.

Section 4 About help you receive

Do you get ongoing support from an agency that can help you to organise your rent payment and finances?

No

Yes Give details.

Is there anyone else that can help you to manage your finances?

No

Yes Give details.

Do you have multiple debts?

No

Yes See the Notes that accompany this form for information about who can help you with this.

Would you like us to contact an agency for you?

No

Yes We will tell you when we have done this.

Section 5 Declaration

If you want us to pay your benefit straight to your landlord or agent, you must both sign this declaration.

Please pay my Housing Benefit to my landlord or agent. I understand that:

- I must always tell you straightaway about any change in my circumstances;
- if I do not tell you about any change in my circumstances and you pay me too much benefit because of this, I will have to pay back the extra benefit; and
- I may be prosecuted if I do not tell you about any change in my circumstances.
- I will contact the Housing Benefit Section as soon as I feel able to receive my benefit directly.
- I understand any decision to pay my landlord or agent may be reviewed.

Your signature:

Date:

Now ask your landlord or agent to sign the following part of this section.

Landlord's or agent's declaration:

I agree to accept Housing Benefit payments for the tenant named in this form. I understand that:

- I must always tell you straightaway about any change in my tenant's circumstances;
- you can stop paying benefit to me if I do not tell you about any changes of circumstances;
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to;
- if you pay me too much Housing Benefit for any tenant, I must repay it;
- you can take the amount of any overpaid benefit I get from the Housing Benefit of other tenants and this will not affect their rent;
- I should contact you before taking court action against my tenant to recover unpaid rent; and
- any decision to pay me may be reviewed.

Landlord's or agent's name:

Landlord's or agent's signature:

Date:

Name of your landlord's or agent's bank or building society:

Address:

Postcode:

Name the account is held in:

Account number:

Sort code:

Section 6 Forms filled in by someone other than the tenant

If you are filling this form in for someone else, please tell us why you are doing this.

Name of the person who filled the form in:

Address of the person who filled the form in:

Postcode:

Relationship to the person claiming:

Phone number of the person who filled the form in:

As far as possible, I have confirmed with the tenant that the answers I have written on this form are correct.

Signature of the person who filled the form in:

Date

/ /