



Benefit Section, PO Box 443, Devizes
Wiltshire, SN10 2AT
Telephone 01380 724911 (Option 1)
Email benefits@kennet.gov.uk

APPLICATION FOR LOCAL HOUSING ALLOWANCE TO BE PAID DIRECT TO A LANDLORD

What is this form for?

Local Housing Allowance payments will normally be paid to you the tenant. However there are circumstances when we can pay the Local Housing Allowance direct to the landlord.

The information you give in this form will help us to decide if it is appropriate to pay your landlord. You may not need to complete all the questions in the form, but please try to give as much information and evidence as possible. If you are a couple, then please give details for both of you.

Who should complete this form?

Where possible you the tenant should complete the form but it can also be completed by

- Family or friends
- The main carer or support worker
- An advice or welfare agency
- The landlord or letting agent
- A person who works for another service within the Council

The tenant must always sign the form and be fully aware that it may lead to future payments of Local Housing Allowance being made direct to the landlord. If the tenant has not signed the form the reasons why must be provided in the declaration.

What should be sent with this form?

- Written evidence to support the information in this form, this can be from various sources depending on the person's circumstances, for example:
- Welfare groups or social services
- Department for Works and Pensions (DWP)
- Doctor, specialist or hospital
- Courts or the probation service
- Family and friends
- Landlord or letting agent

Please note this list is not exhaustive and evidence from other sources may also be accepted.

1. Name and address of tenant, if different from that shown on the front page

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2. Name, address and telephone number of the person completing the form (if not the tenant)

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3. If the tenant is not completing the form please tell us your relationship to the tenant and the reason why you are completing the form on their behalf

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DETAILS OF THE TENANT'S CIRCUMSTANCES (Tenant and partner if they are a couple)

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

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5. Tell us about any medical conditions or disabilities that may cause you difficulties in paying your rent

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6. Tell us about any mental health problems that may hinder you paying your rent

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7. Have you encountered difficulties managing your affairs because you need assistance with understanding the English language? If yes please give details.

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8. Have you recently experienced changes in your lifestyle that mean you are temporarily unable to deal with your financial affairs? If yes please give details.

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9. Are you dealing with an addiction to drugs, alcohol or gambling? If yes please give details

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10. Do you have rent arrears? Yes No If yes please tell us:

How much are you in arrears? £.....

The period they cover from..... to

Has your landlord taken any action to recover the rent arrears i.e. Court action, Notice of seeking possession, Notice to quit, sent you a warning letter or something else. If yes, then please provide proof of action taken.

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11. Have you had any previous problems paying your rent? If yes please give details.

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12. Are you having deductions made from your Income Support or Jobseekers Allowance to pay your rent arrears?

Yes please provide proof No

13. Do you have multiple debts and would like help to resolve them? If yes please give details and provide proof. We can then refer you to a Money Advice Service.

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14. Do you currently receive any support from an agency, support worker or friend that can help you organise your rent payments and finances? If yes, please give details

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15. Is there anything else that you would like to tell us to support your application for direct payments to your landlord. If yes, please give details

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16. How long do you think that payments will need to be made to your landlord?

12 weeks 26 weeks 52 weeks or more

17. Tenant’s declaration - Please sign and date the form below.

- The information given in this form is true and correct.
- I agree for my Local Housing Allowance to be paid direct to my landlord, should you consider it appropriate up to the actual rent charged.
- You may check the information given with other sources as allowed by law.
- I have read and understood the declaration.

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

18. Declaration for person completing the form, if you are not the tenant.

Please tell us why you are filling in this form for the tenant.

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- The information given in this form is true and correct.
- I believe it to be in the best interest of the tenant to pay the Local Housing Allowance direct to the landlord, up to the actual rent charged.
- I have read and understand the declaration.

Name..... Signature.....

Date.....

WHAT HAPPENS NOW?

Please return this form and all supporting documents to the Benefit Service, at the address on the front page. We may contact you for additional information; otherwise a decision will be made within 7 days of receiving this form.

If you have any further enquires or need any help understanding the form, please contact our offices