



Payment to Landlord Request Form (For completion by the Landlord or someone helping the tenant)

From April 2008, under the Local Housing Allowance (LHA) scheme, benefit payments will normally be sent direct to tenants. If you think that these direct payments will cause serious problems, please complete this form and return it to us.

Your relationship to the tenant, e.g. landlord, relative, friend, social worker, care worker, etc. _____

Tenant's name: _____

Tenant's address: _____

Claim ref (if known) _____

Please tick the box or boxes that apply and provide the evidence required.

Reason direct payment is a problem	Evidence required
<input type="checkbox"/> The tenant has learning disabilities which make it difficult for them to manage their finances.	Written evidence from Social Worker, Support Worker, GP, etc.
<input type="checkbox"/> The tenant has a medical condition or mental health problem which makes it difficult for them to manage their finances	Written evidence from Social Worker, Support Worker, GP, etc.
<input type="checkbox"/> The tenant has serious difficulties with reading and writing.	Written evidence from Support Organisations
<input type="checkbox"/> The tenant does not speak English.	Written evidence from Support Organisations.
<input type="checkbox"/> The tenant is dealing with an addiction to drugs, alcohol or gambling	Written evidence from Support Organisations, GP, Social Services, Care Workers, Hospital, etc.
<input type="checkbox"/> The tenant is fleeing domestic violence.	Written evidence from Support Organisations, Social Services, etc.
<input type="checkbox"/> The tenant has recently been released from prison.	Written evidence from the Prison or the Probation Service.

Reason direct payment is a problem	Evidence required
<input type="checkbox"/> The tenant has severe debt problems.	Court Orders, CCJs, evidence from Help Groups, Solicitors, creditors, debt advisers, etc.
<input type="checkbox"/> The tenant is an un-discharged bankrupt	A Copy of the Court Order.
<input type="checkbox"/> The tenant is unable to open a bank account.	Letters from banks or money advisers.
<input type="checkbox"/> The tenant has a history of homelessness	Evidence from Support Organisations, Homeless Charity, etc.
<input type="checkbox"/> The tenant has a history of non payment of rent	Rent records and letters proving attempts to collect monies or evidence from a previous landlord.
<input type="checkbox"/> The tenant is more than 8 weeks in arrears with their rent.	Rent records and letters proving attempts to collect monies.
<input type="checkbox"/> None of the circumstances above apply, but direct payments will cause problems because:-	

Declaration

- I **declare** that the information I have given in this form is correct and I **authorise** you to make enquiries to check any of the information or evidence I have provided.
- I believe it to be in the best interest of this tenant to pay their Local Housing Allowance directly to their landlord
- I will contact the Benefits Service should the Tenant's circumstances change and I feel the Tenant is able to receive benefit directly in the future.
- I understand that you may need to contact the tenant and that you will need to tell them about the information I have given you.

I have read and understood the declaration. Please sign and date the form below.

Signature

Date

**The Housing Benefit Department,
Tendring District Council
88-90 Pier Avenue,
Clacton On Sea,
Essex,
CO15 1TN**

**Tel : 01255 686811
Fax : 01255 686402
E Mail : benefits@tendringdc.gov.uk
Website : www.tendringdc.gov.uk**