



Payment to Landlord Request Form (For completion by 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 you serious problems, please complete this form and return it to us.

Your name: _____

Your 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"/> I have learning disabilities which make it difficult for me to manage my finances.	Written evidence from Social Worker, Support Worker, GP, etc.
<input type="checkbox"/> I have a medical condition or mental health problem which makes it difficult for me to manage my finances	Written evidence from Social Worker, Support Worker, GP, etc.
<input type="checkbox"/> I have serious difficulties with reading and writing.	Written evidence from Support Organisations
<input type="checkbox"/> I do not speak English.	Written evidence from Support Organisations.
<input type="checkbox"/> I am dealing with an addiction to drugs, alcohol or gambling	Written evidence from Support Organisations, GP, Social Services, Care Workers, Hospital, etc.
<input type="checkbox"/> I am fleeing domestic violence.	Written evidence from Support Organisations, Social Services, etc.
<input type="checkbox"/> I have 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"/> I have severe debt problems.	Court Orders, CCJs, evidence from Help Groups, Solicitors, creditors, debt advisers, etc.
<input type="checkbox"/> I am an un-discharged bankrupt	A Copy of the Court Order.
<input type="checkbox"/> I am unable to open a bank account.	Letters from banks or money advisers.
<input type="checkbox"/> I have a history of homelessness	Evidence from Support Organisations, Homeless Charity, etc.
<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 am happy for my Local Housing Allowance to be paid directly to my landlord to cover the contractual rent
- I will contact the Benefits Service should my circumstances change and I feel I am able to receive my benefit directly in the future.

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

Tenants Signature

Date

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

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E Mail : benefits@tendringdc.gov.uk
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