

## Application for payment of Local Housing Allowance to your Landlord

### What is this form for?

Usually, we pay Local Housing Allowance to you. However, there are circumstances when we can pay Local Housing Allowance directly to your landlord on your behalf. The information you give in this form will help us decide if this is appropriate for you. You may not need to complete all the questions on the form, but please try to give as much information and provide as much evidence as possible.

### Who should complete this form?

Where possible, the claimant should complete the form, but it can also be completed by:

- Family or friends
- The claimant's carer
- A support or social worker
- An advice or welfare agency
- The landlord or letting agency
- A Neighbourhood Office advisor

The claimant must always sign the form and be fully aware that it may lead to payment of Local Housing Allowance being made to the landlord.

### What should be sent with this form?

You will need to provide written evidence to support the information in this form. This can be from various sources depending upon the claimant's circumstances, for example:

- Welfare groups
- Care workers
- Social Services
- Department for Works and Pensions (DWP)
- General Practitioner (GP)
- Probation Officers
- The claimant's family or friends
- Landlord or letting agent
- Hospital
- Courts

Please note that this list is not exhaustive and we may accept evidence from other sources.

Name and address of claimant:

Telephone number:

Name and address of person completing the form (if not the claimant):

Telephone number:

If the claimant is not completing the form, please tell us your relationship to the claimant and the reason why you are completing the form on their behalf:

Are you in rent arrears?

Yes

No

If yes, please tell us:

How much are your arrears?

What period do they cover?

From

To

Are deductions being made from your Income Support or Job Seekers Allowance to pay rent arrears?

Yes

No

If yes, please provide proof.

Has your landlord taken any action to recover the rent arrears? For example, Court action, Notice of Seeking Possession, Notice to Quit. Please specify and provide proof of any action taken

I confirm that the level of rent has been reduced in order to secure/retain this tenancy.

The rent has been reduced

From

To

This will be applicable

From

To

If this box has been completed, the both the claimant and the landlord must sign the Safeguard Form and provide evidence that the rent has been reduced. This evidence can be in the form of a letter from the landlord, rental agreement or a copy of the revised tenancy agreement.

**Direct payment will only be made as a BACS payment NOT a cheque payment.**

Name (claimant)

\_\_\_\_\_

Signature (claimant)

\_\_\_\_\_

Name (landlord)

\_\_\_\_\_

Signature (landlord)

\_\_\_\_\_

Date

\_\_\_\_\_

Please tell us of any other reasons why you are unable to manage your own financial affairs.

How long do you think payments will need to be made directly to your landlord?

12 weeks

26 weeks

52 weeks or more

### Landlord or Agent Details

**(if you do not provide this information, it will delay payment)**

Landlord or agent's full name and address

Landlord code, if known

Contact telephone number and/or email address

Name/s the account is in (this must be either the name of the landlord or the agent)

Full name and address of bank, building society or credit union (we cannot pay into a Post Office card account)

Sort Code

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Account Number

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If a Building Society or Credit Union, what is the roll or reference number?

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**Declaration for claimant**

Please sign and date the form below. If you have a partner, they should also sign the form below.

- The information given in this form is true and correct.
- I agree for my Local Housing Allowance to be paid directly to my landlord, upto the amount of my contractual rent.
- I will contact the Benefit Service should I feel able to receive my Local Housing Allowance directly.
- I have read and understood the declaration.

Your signature \_\_\_\_\_ Your Partner \_\_\_\_\_  
Date \_\_\_\_\_

**Declaration for person completing the form, if not the claimant**

If the claimant has not signed the form, please provide the reason why

- The information is true and correct.
- I believe it to be in the best interest of the claimant to pay Location Housing Allowance, upto the amount of the contractual rent, directly to the landlord.
- I have read and understood the declaration.

Name \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

**Further Information**

If you have any enquires, or require further information or assistance, please email us at [ptmailbox@birmingham.gov.uk](mailto:ptmailbox@birmingham.gov.uk)

Please note that this email address cannot accept email with attachments - if you need to provide further information, please copy and paste it into the body of your email.