



Payment to Landlord Request Form

(for completion by the Landlord or someone helping the tenant)

From 7 April 2008, under the Local Housing Allowance (LHA) Scheme, Benefit payments will normally be sent to tenants.

If you think that sending direct payments to a tenant will cause them, or you, serious problems, please complete this form and return it to us.

Your name:

Your address:

.....

Your relationship to the tenant, e.g. Landlord, Support Worker, Relative, Friend etc.

.....

Tenant's name:

Tenant's address:

.....

Claim reference number (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 that make it difficult for them to manage their finances	Written evidence from GP, Social Worker, etc
<input type="checkbox"/> The tenant has a medical condition that makes it difficult for them to manage their finances	Written evidence from GP, Social Worker, Support Worker etc
<input type="checkbox"/> The tenant has 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, GB, Social worker etc
<input type="checkbox"/> The tenant is fleeing domestic violence	Written evidence from Police or Support Organisation etc.
<input type="checkbox"/> The tenant has recently been released from Prison	Written evidence from prison or Probation Service
<input type="checkbox"/> The tenant has severe debt problems	Written evidence from Support Organisation or CAB, copy of CCJ etc
<input type="checkbox"/> The tenant is undischarged Bankrupt	Copy of Court Order
<input type="checkbox"/> The tenant is unable to open a bank account	Letters from Banks
<input type="checkbox"/> The tenant has a history of Homelessness	Evidence from Support Organisations or 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 previous Landlords
<input type="checkbox"/> The tenant is more than 8 weeks in arrears	Rent records and letters proving attempts to collect monies

None of the circumstances apply, but direct payments will cause problems because:

I declare that the information I have given in this form is correct and I authorise you to make enquiries to check any information or evidence supplied.

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.

Signature Date

This information can be available in large print, audiotape/CD or in another language upon request.

Please telephone 01424 787000
 Email revenuesandbenefits@rother.gov.uk

Please complete the landlord's bank details below and if the application to have the tenant's benefit paid direct to their landlord is successful, this will be used.

Name of bank or building society

Address of bank or building society

Whose name is on the account?

Sort Code

Account number

Building society roll number