



Housing and Technical Resources

# Housing Benefit Local Housing Allowance: Application for direct payment to landlords

You can complete this Housing Benefit Local Housing Allowance form in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters. Return the form, together with documentary evidence to support this request, to our Benefits and Revenue Services, PO BOX 3591, Glasgow G73 9ED.

For more information or if you want this information in a different format or language, please phone 0303 123 1011 or email [hb.ctb@southlanarkshire.gov.uk](mailto:hb.ctb@southlanarkshire.gov.uk)

## What is this form for?

The Council has to make all payments of Local Housing Allowance (LHA) directly to the tenant, but we can make payments directly to the landlord where the tenant has difficulty in managing their affairs, where the tenant is eight weeks or more in arrears with rent, or where the landlord has reduced the rent to a level affordable to the tenant.

The information provided on this form will help us decide whether we can pay LHA directly to the landlord. There may be no need to complete all the questions, as each case will be different, but try to give as much information and evidence as possible.

We can put you in contact with the Money Matters Advice Service or you can contact them directly.

## Who should complete this form?

The tenant should complete this form, but it can also be completed on behalf of the tenant by:

Family or friends  
Main carer  
An advice or welfare agency  
The landlord or letting agent  
Another service within the Council

The tenant must always sign the form, and be fully aware that it may lead to their benefit being paid directly to the landlord to cover their rent.

## What should be sent with this form?

Written evidence needs to be provided to support the information given in this form. This can be from various sources depending on the individual circumstances, for example:

The tenant's, family and/or friends, landlord, General Practitioner(GP), Probation Officer, Social Worker, main carer, welfare groups, Department for Work and Pensions

Please note this list is not exhaustive. Refer to the guidance notes at each question for further advice on what is acceptable evidence.

For office use: Claim ref:  Issued:

Processed by:  Date processed:  Decision made:

**1** Name of tenant

Address of tenant

Phone

**2** Person completing the form

**3** Contact address and phone, if the above is not the tenant

**4** If the tenant is not completing the form, please tell us your relationship to the tenant and the reason for completing the form on their behalf.

**5** Tell us about any disabilities (e.g. learning, physical), mental health problems, coping with an addiction (alcoholism, substance misuse, gambling) that may cause you problems in paying your rent.

Evidence may include: written evidence from Care Workers, GP, Social Work, DWP, hospital, support organisations.

**6** Have difficulties been encountered in managing affairs because of the need for assistance with understanding English?

Evidence may include: written evidence from support organisations.

**7** Please tell us about any recent changes that mean additional support is required, or if there are any such changes anticipated in the near future.

**8** Have negotiations taken place with your landlord about reducing the rent?

Yes  No

Has your landlord agreed to reduce the rent?

Yes  No

Previous rent £  Reduced rent £

Evidence required: Please provide evidence of rent reduction, eg rental agreement, rent book.

**9** Are there any rent arrears? Yes  No

How much are the rent arrears? £

The period they cover from  to

Has the landlord taken any action to recover the rent?

(Please tick and send us proof of any action taken)

Court action  notice of seeking possession  notice to quit  a letter

a payment plan

Other (please specify)

Evidence required: Please provide evidence of the arrears e.g. rent book, or a copy of your records showing when the rent was due and what payments have been made.

**10** Have there been any previous problems in maintaining rent payments?

Evidence of payment record will be required e.g. records for previous six months.

**11** Are there multiple debts and is assistance required to resolve them?  
A referral can be made to the Money Matters Advice Service.

**12** Is there any ongoing support from an agency that can help organise rent payments?

**13** Can anyone else help support the management of the tenant's financial affairs or is help needed with this?

**14** Are deductions being made from the tenant's income to repay debts?

Please provide proof that these debts are outstanding  
(e.g. letter from utility company or Council Tax statement)

**15** How long might payments to the landlord be required?

12 weeks

26 weeks

52 weeks

If longer, please specify and tell us why?

**16 Tenant's declaration**

The information given is true and correct. I am happy for my Local Housing Allowance to be paid directly to my landlord to cover the contractual rent. I will contact the Council should I feel I am able to receive my benefit directly. I give you my permission to make any necessary enquiries to check the information on this form.

I have read and understood the declaration.

Please sign and date the form below (if you have a partner they should also sign below)

You

Your partner

Date

**17 Person completing the form, if not the tenant**

The information given is true and correct. I believe it to be in the best interest of the tenant to pay Local Housing Allowance directly to their landlord. I have read and understood the declaration. Please sign and date the form below.

Name

Signature

Date

Please use this space for any additional information

### **18 Paying benefit – landlord’s agreement**

Please ask your landlord or agent to sign this agreement.

Landlord’s name (print)

Landlord’s address

Landlord’s phone/fax

Landlord’s email address

Landlord’s Bank Account details

Sort code

Account number

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Agent's name (print)

Agent's address

Agent's phone/fax

Agent's email address

Agents Bank Account details

Sort code

Account number

<input type="text"/>	<input type="text"/>
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I agree to accept Housing Benefit payments for the tenant named in this form.

I understand that by law:

- I must tell you straight away if I find out about any change in the tenant's circumstances
- You can stop paying benefit to me if I do not tell you about any change of circumstances
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to and
- If you pay me too much Housing Benefit for any tenant, I must repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants.

This will not affect their rent.

Landlord/agent signature

Date

### How we collect and use information

This authority is under a duty to protect the public funds it administers. We may check information that you provide, or information provided by a third party, with other information we hold, to check the accuracy of information; to prevent or detect crime; and to protect public funds in other ways, as permitted by law. We may also share this information with other Council departments or bodies administering public funds for these purposes. We may also use this information to put you in touch with Council services that may be able to help you. We will not disclose information about you to anyone, unless the law permits us to.

**If you have difficulty or need help completing the form, please contact our Benefits and Council Tax Call Centre on phone 0303 123 1011.**

For more information or if you want this information in a different format or language, please phone 0303 123 1011 or email [hb.ctb@southlanarkshire.gov.uk](mailto:hb.ctb@southlanarkshire.gov.uk)

If you need this information in large print, on tape or in Braille, please contact 0303 123 1011.

Please phone 0303 123 1011 if you would like this information in Chinese, Urdu, Punjabi, Hindi or Polish.

這份資料備有中文譯本，查詢詳情請致電 0303 123 1011

यह सूचना आपके लिए हिन्दी में भी उपलब्ध की जा सकती है

अतिरिक्त जानकारी के लिए इस फोन नं: पर सम्पर्क करें:  
0303 123 1011

ਇਹ ਜਾਣਕਾਰੀ ਪੰਜਾਬੀ ਬੋਲੀ ਵਿਚ ਵੀ ਤੁਹਾਨੂੰ ਮਿਲ ਸਕਦੀ ਹੈ  
ਹੋਰ ਜਾਣਕਾਰੀ ਲਈ ਇਸ ਨੰਬਰ ਤੇ ਫੋਨ ਕਰੋ:  
0303 123 1011

یہ معلومات اردو زبان میں مہیا کی جاسکتی ہیں

مزید معلومات کے لئے اس فون پر رابطہ کریں 0303 123 1011

Proszę dzwonić na numer 0303 123 1011, jeśli chcieliby Państwo posiadać tę informację po polsku.

[www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)