



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 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 Eg, Landlord, relative, friend, social worker, care work etc	
Tenants Name	
Tenants 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 makes 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 is dealing with addiction to drugs, alcohol or gambling	Written evidence from Support Organisations, GP, Social Services, Care Workers, Hospital, etc

Reason direct Payment is a problem	Evidence required
<input type="checkbox"/> The tenant is fleeing domestic violence	Written evidence from Support Organisations, Social Services, etc
<input type="checkbox"/> The tenant is unable to understand English and would have difficulty paying rent as a result	Written evidence from Support Organisations
<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

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

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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 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	
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