



Payment to Landlord Request Form (For completion by tenant or tenant's representative)

From April 2008. Under the Local Housing Allowance (LHA) scheme, benefit payments will normally be sent direct to tenants.

Please complete this form and return it to us, with evidence where required, if either of the following apply:

- You believe that receiving payments direct will cause you serious problems
- You believe that payment direct to your landlord, where required, will help to secure an affordable tenancy.

Name	
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 am dealing with addiction to drugs, alcohol or gambling	Written Evidence from Support Organisations, GP, Social Services, 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 Probate Service
<input type="checkbox"/> To secure an affordable tenancy	Completion of landlords declaration overleaf

Reason direct Payment is a Problem	Evidence required
<input type="checkbox"/> I am unable to understand English and would have difficulty paying rent as a result	Written evidence from Support Organisations
<input type="checkbox"/> I have some debt problems	Court Orders, CCJs, evidence from help Groups, Solicitors, creditors, debt advisers, etc
<input type="checkbox"/> I have a history of homelessness	Evidence from Support Organisations, Homeless Charity, etc
<input type="checkbox"/> I have a history of non-payment of rent	Rent records and letters proving attempts to collect monies or evidence from a previous landlord

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

Landlord Declaration

I confirm that I am happy to receive direct payments on the basis of helping to assist with securing an affordable tenancy

Name		Signature		Date	
------	--	-----------	--	------	--

Tenant 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 them and that you will need to tell them about the information I have given you.

Signature		Date	
-----------	--	------	--