



Payment to Landlord Request Form

(for completion by the tenant)

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

If you think that receiving direct payments will cause you serious problems, please complete this form and return it to us with the evidence we need.

Name:

Address:

.....

Claim reference number

Please tick the box or boxes that apply to you and provide the evidence required.

Reason Direct Payment is a problem	Evidence Required
<input type="checkbox"/> I have learning disabilities that make it difficult 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 to manage my finances	Written evidence from Social Worker, Support Worker, GP etc
<input type="checkbox"/> I have difficulties with reading and writing	Written evidence from Support Organisations
<input type="checkbox"/> I do not speak English	Written evidence from Support Organisation
<input type="checkbox"/> I am dealing with an addiction to drink, drugs or gambling	Written evidence from Support Organisations, GP, Social Worker etc
<input type="checkbox"/> I am fleeing domestic violence	Written evidence from Police, Support Organisation etc
<input type="checkbox"/> I have recently been released from prison	Written evidence from Probation Service, Prison Service, Support Organisation etc
<input type="checkbox"/> I have severe debt problems	Written evidence from Support Organisations, copy of CCJ etc
<input type="checkbox"/> I am an undischarged bankrupt	Copy of Court Order
<input type="checkbox"/> I am unable to open a Bank Account	Letters from Banks/Building Societies
<input type="checkbox"/> I have a history of Homelessness	Evidence from Support Organisations, Homeless Charity etc.

<input type="checkbox"/> Are you in arrears with your rent?	Rent account or letter from Landlord/Agent
<input type="checkbox"/> Are you having deductions from your Income Support or Job Seekers Allowance?	Letter from DWP confirming deductions
<input type="checkbox"/> Have you previously been determined under the Safeguard Policy?	Letter from Local Authority

Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can.

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

Signature Date

If someone else has completed this form on your behalf, they need to complete this declaration.

I declare that, as far as possible, I have confirmed with the tenant that the information I have written on this form is correct.

Name of person completing the form

Relationship to tenant

Signature Date

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

Please telephone 01424 787666

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