



Application for Direct Payment of Housing Benefit to your Landlord

Under the Local Housing Allowance scheme we will usually pay Housing Benefit to you, the tenant. You must then pay the rent to your landlord yourself.

If you think that getting these payments will cause you serious problems we may be able to pay your Housing Benefit direct to your landlord. We will need to decide if you are having, or are likely to have, problems managing your money and paying your rent.

If you would like us to consider making payment to your landlord please complete this form and return it to us, together with the proof we need. **If no evidence is provided we will not be able to make payments to your landlord.**

This form should be filled in by you, the tenant. It can also be filled in on your behalf by:

- a friend
- relative
- social worker
- care worker
- your landlord

If this form is filled in by somebody else you must still sign the declaration on the back if you can. We will send you our decision as soon as possible.

About you

Surname or family name

Other names

Address

Post code

Phone number

Claim number (if known)

Email Address

About your landlord

Landlord's Name

Address

Post code

Phone number

If you or your partner are having or are likely to have problems managing your money and paying your rent, please tick all the boxes below that apply to you.

You must send in the proof we listed on the right hand side. Failure to do this will mean we will not be able to make payments to your landlord. Any proof you send must be **original** documents - photocopies are not acceptable.

Reason for paying benefit to your landlord		Proof we need to see
I / my partner has problems managing my / our money because of learning difficulties	☐	Written proof from care workers, your doctor, Social Services
I / my partner has a medical condition or mental health problem which makes it difficult to manage my / our money	☐	Written proof from care workers, your doctor, Social Services, support groups
I / my partner has serious difficulties reading and writing	☐	Written proof from support groups, Social Services
I / my partner has difficulty speaking and understanding English	☐	Written proof from support groups, community organisations
I / my partner am dealing with an addiction to drugs, alcohol or gambling	☐	Written proof from support groups, your doctor, Social Services, charities
I / my partner am escaping from domestic violence	☐	Written proof from support groups, Social Services
I / my partner have recently been released from prison	☐	Written proof from the prison or Probation Service
I / my partner have severe debt problems	☐	Court Orders, CCJ's, proof from debt advisors, solicitors, creditors
I / my partner am an undischarged bankrupt	☐	Copy of the Court Order
I / my partner am unable to open a bank account	☐	Letter from bank or money advisors
I / my partner have a history of rent arrears or homelessness	☐	Proof from support groups, homeless charities, rent books/statements
I / my partner are receiving help from Supporting People, a homeless charity or a voluntary organisation	☐	Proof from the charity or organisation

Tenant's 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 complete as far as I know and believe.
- I agree that you may ask any of the people or organisations mentioned on this form for any information which is needed to deal with my request.

By filling in and signing this form you authorise us to make payment of your Local Housing Allowance to your landlord.

Your signature

Date

Declaration of the person filling in the form on behalf of the tenant

If someone other than the claimant has filled in the form, they must sign 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.

Your signature

Date

Name in full

Phone number

Relationship to the tenant

What to do now

You will need to ask your landlord to complete the declaration form on the next page, which states that they are prepared to accept payments of Housing Benefit on your behalf and asks them for their bank details to receive the payments. Your landlord will also have to provide documentary evidence to show that the nominated bank account belongs to them.

Send the completed forms back to:

Stockport Metropolitan Borough Council
Benefits Team
Town Hall
Stockport
SK1 3XE

If you need help completing this form then please contact us online:
www.stockport.gov.uk/bencontactus

This page should be completed by your landlord

Your tenant has asked for payments of Housing Benefit to be made direct to you. If you are happy to receive these payments please read the declaration below and then complete your details at the bottom of this page. Please provide documentary evidence to show that the nominated bank account belongs to you.

We will write to you to confirm details of payments once we have processed this application.

I want to receive Housing Benefit directly for the tenant(s) who lives in my property. I agree to the conditions set out below.

- I must tell you straight away if I find out about any change in the tenant's circumstances.
- I understand that whether you pay Housing Benefit directly to me depends on the tenant's circumstances. I understand that there may be times when a tenant owes me rent, but Housing Benefit may not be able to cover that rent.
- I agree to repay any amount you overpay me which you can recover from me under the Housing Benefit regulations.
- I understand that the Council has the power to recover an overpayment made in the respect of one tenant from another 'blameless' tenant's benefit and that the 'blameless' tenant's rent account shall be deemed to have been credited with the full value of his or her benefit entitlement.
- I understand that I have the right of appeal against decisions made in connection with direct payments of Housing Benefit and the decision to recover an overpayment from me.
- If I knowingly receive any payments of Housing Benefit for this tenant and I know this tenant is not entitled to that payment, I will be committing an offence and may be prosecuted. I will be telling you about any changes in the tenant's circumstances I become aware of which may affect their entitlement to Housing Benefit.
- I understand that you will stop paying me directly if I do not keep to these conditions.
- I understand that you can only give me information relating to the frequency and amount of benefit payments.
- I understand that BACS payments can only be made to landlords on a four weekly basis and will be made at the end of the period that they relate to.

I would like my tenants Housing Benefit paid directly into the account detailed below:

Bank name & address:

Account name:

Sort code:

Account number:

Roll number:

(Building society account only)

Landlord's Signature:

Date: