Appendix 2



# Local Housing Allowance

# Application by landlord for direct

# payment where rent is 8 weeks in arrears

Under the LHA scheme, benefit payments are normally made to the claimant and it is their responsibility to make payment of their rent to their landlord.

If a tenant is 8 weeks or more in arrears with their rent, Regulation 95 of the Housing Benefit Regulations 2006 allows for payment of LHA to be made direct to the landlord. In these circumstances, a landlord may use this form to request direct payment of benefit to themselves. Please return the completed form to the address below, together with the evidence we need. We will send you our decision as soon as possible. Please note that if you cannot provide evidence, there may be a delay before a decision is made.

**Tenants Details**

|  |
| --- |
| Name |
| Address |
| Telephone No. | Claim Ref No:(If known) |

**Landlords Details**

|  |
| --- |
| Name |
| Address |
| Telephone No. |
| Details of Bank Account into which direct payments should be made:Name of Bank or Building Society ………………………………………………………….Name of account holder ……………………………..Account Number ……………….…Roll Number (if applicable) ………..........................Sort Code ………………………….. |

**Rent Information**

|  |  |
| --- | --- |
| (A) Amount of rent charged £ | Week / 4 Weekly / Calendar Month (Please indicate) |
| (B) Total amount of arrears £ | From ………………… To ………………… |

**You will need to provide evidence that your tenant is in rent arrears**. This should be a rent account statement, which shows the rent that is due and the rent that has been paid during the last 12 months, or since the tenancy started. The evidence you provide **must** prove the total amount of rent arrears outstanding.

Other types of evidence can be provided as detailed below, however we must see original documents not copies.

**(Please tick all the boxes that apply to tell us what evidence you are sending with this form)**.

|  |  |  |  |
| --- | --- | --- | --- |
| Rent Account Statement |  | Bank Statements (confirming transactions for rent payments) |  |
| Rent Book |  | Eviction Notice (due to rent arrears) |  |
| Rent Receipts (details of amounts & dates paid) |  | Court Documents (confirming rent arrears) |  |
| Please say why you think your tenant is not paying their rent. |
| Please use this space to tell us any other information you would like us to consider. Please continue on a separate sheet of paper if you need more space. |

**I declare** that the information given in this form is correct and **I authorise** you to make enquiries to check any of the information or evidence I have provided. **Please note that the Council may contact your tenant as part of the decision making process**.

**Signature: Date:**

Please return to:

**Revenues Services**

**Rushcliffe Borough Council**

**Rushcliffe Arena**

**Rugby Road**

**West Bridgford**

**Nottingham**

**NG2 7YG**