



Cyngor **Abertawe**
Swansea Council

Direct Payments of Local Housing Allowance

To be completed by the landlord

Mae'r ffurflen hon ar gael yn Gymraeg o'r Ganolfan Ddinesig
This form is also available in large print from the Civic Centre

Financial Services
Department,
The Civic Centre,
Oystermouth Road,
Swansea, SA1 3SN.
www.swansea.gov.uk
01792 635353

Local Housing Allowance (LHA) is normally paid direct to your tenant.

In special cases, we may be able to pay LHA directly to you. Please fill in this form if you would like us to consider paying you.

1. Your Full Name and Address	FOR OFFICE USE ONLY Date we received this form (stamp)
Name: _____	
Address: _____ _____	
Postcode: _____	
Phone: _____ We may need to contact you, it will help us to process your request quicker if you give your daytime / mobile number here.	

2. Your Tenant's Name and Address	Claim Number:
Name: _____	
Address: _____ _____	
Postcode: _____	
Phone: _____ We may need to contact your tenant, it will help us to process your request quicker if you provide their number.	

3. Reason for payment	
Please tick the box or boxes that apply to you and provide the evidence required.	
Reason for payment to Landlord	Examples of evidence required
<input type="checkbox"/> I am receiving payments from the Department for Work and Pensions in respect of my tenant's outstanding rent arrears.	Written evidence from the Department for Work and Pensions.
<input type="checkbox"/> My tenant is 8 weeks or more in arrears with his / her rent.	Written evidence of arrears.
<input type="checkbox"/> My tenant has a medical condition or mental health problem which makes it difficult for them to manage their finances.	Written evidence from Care or Support Worker.
<input type="checkbox"/> My tenant has learning difficulties / disabilities that make it difficult for them to manage their finances.	Written evidence from Care or Support Worker.
<input type="checkbox"/> My tenant has serious difficulties with reading and writing or language difficulties.	Written evidence from Welfare Groups or Support Worker.

<input type="checkbox"/> My tenant is dealing with addiction to drugs, alcohol or gambling.	Written evidence from Care or Support Worker.
<input type="checkbox"/> My tenant is fleeing domestic violence or had a relationship breakdown.	Written evidence from Welfare Groups or Support Worker.
<input type="checkbox"/> My tenant has recently been released from prison.	Written evidence from Probation Officer.
<input type="checkbox"/> My tenant has had a recent bereavement.	Letter from friends or family with Death Certificate.
<input type="checkbox"/> My tenant recently left care or hospital.	Written evidence from hospital, GP or Care Worker.
<input type="checkbox"/> My tenant has a history of homelessness.	Written evidence from Housing Dept, Housing Options.
<input type="checkbox"/> My tenant has severe debt problems.	Letters from creditors, court orders.
<input type="checkbox"/> My tenant is an undischarged bankrupt.	Evidence from insolvency.
<input type="checkbox"/> My tenant is unable to open a bank account.	Letters from banks or money advisers.
<input type="checkbox"/> My tenant has previous problems maintaining rent payments.	Evidence from Welfare Groups, Housing Options, former landlords, social services.
<input type="checkbox"/> My tenant has difficulty managing his/her financial affairs.	Evidence of arrears of rent, utility bills, other bills.
<input type="checkbox"/> Direct payments would assist the tenant to secure or retain their tenancy.	A letter from you indicating why this is the case.
<input type="checkbox"/> None of these problems above apply to my tenant, but receiving payments of LHA will be difficult for them because:	
<input type="text"/>	

4. Please use this space to tell us anything else you would like us to consider.

5. Your Privacy - Swansea Council is the data controller for the personal information you provide on this form. Your information will be used in the exercise of our official authority and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law. This is explained in more detail online at www.swansea.gov.uk/RevsandBenspersonalinfo.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a public task. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate privacy notice at www.swansea.gov.uk/privacynotice.

6. Declaration You must sign this form.

- I agree for the Benefit section to contact my tenant directly to discuss this request.
- I understand that to receive direct payments of LHA I must complete the attached Direct payments of LHA form.
- The information given is true and correct.

Your signature:

Date: / /

Direct Payments form to be completed by the landlord

Important Note to Landlord / Agent

If you wish payments to be sent direct to you, you must sign and date the boxes below to show you agree to accept the payments and understand your duties as detailed below.

Please note that completing this section does not guarantee that payments will be made to you.

If you already receive Housing Benefit payments direct from us please confirm your account ID, this can be found on your payment schedule.

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Your Duties

- You must tell us of any changes in your tenant's circumstances that you are aware of.
- You must still regularly check the property as you would for a tenant not receiving Housing Benefit.
- If your tenant is overpaid Housing Benefit and the Authority asks you to repay this overpayment you must repay it on demand, unless you consider the overpayment is as a result of official error and you have sent in a written letter of dispute within one calendar month of the notification of the overpayment.

Landlord's or Agent's Agreement

Name of Tenant:

Address of Tenant:

a) Do you own the property you rent to your tenant? No Yes

If "no", please state:

The owner's name:

The owner's address:

The owner's telephone number:

b) Is the tenant or any member of the tenant's household related to the owner / landlord or their partner?

No Yes If "yes", please give details

c) Is the owner / landlord or their partner the parent of any of the tenant's dependent children?

No Yes

d) If you agree to pay me the Housing Benefit which my tenant is entitled to, I agree that, if you ask,

I will repay any Benefit they are not entitled to if their circumstances change.

I will tell the City & County of Swansea's Benefits Section immediately, in writing, about any change in my tenant's circumstances that I find out about.

I understand that if I do not report a change of circumstances I may be prosecuted.

I have read and understood the above information.

*Landlord's / Agent's signature: Date: / /

*Landlord's / Agent's Telephone No:

*Delete as appropriate

If you wish payments to be paid direct into your bank account, please complete the landlords / agents BACS form on the back of this form.

REQUEST FOR HOUSING BENEFIT TO BE PAID INTO A LANDLORD'S (OR LANDLORD'S AGENT'S) BANK / BUILDING SOCIETY ACCOUNT VIA BACS

If you already receive benefit payments for other tenant(s) we will make ALL payments into one bank account. The details you give must be the bank details you want ALL future payments to be paid into.

Please make payments of Housing Benefit direct to my Bank/Building Society account via BACS as detailed below:

PLEASE ENTER YOUR DETAILS BELOW

Bank / Building
Society Name:

Address:

Postcode:

Sort Code:

Account Number:
NB: include the **Roll
Number** for building
society accounts

Account Name:
(for example Mr. J Jones)

**PLEASE NOTE THAT PAYMENTS BY THIS METHOD WILL BE DELAYED
IF ALL THE ABOVE DETAILS ARE NOT PROVIDED.**

UNSIGNED REQUESTS WILL BE RETURNED.

IF SIGNING ON BEHALF OF A COMPANY OR ORGANISATION, PLEASE STATE CAPACITY.

Signature(s):

Capacity
(if applicable)

Date:

Croesewir gohebiaeth yn y Gymraeg. Caiff unrhyw ohebiaeth a dderbynnir yn Gymraeg ei hateb yn y Gymraeg ac ni fydd hyn yn arwain at oedi.

We welcome correspondence in Welsh. Correspondence received in Welsh will be answered in Welsh and this will not lead to a delay.