

Application for payment of Local Housing Allowance to your landlord

What is this form for?

The Local Housing Allowance will normally be paid to you.

However there are circumstances when we can pay the Local Housing Allowance to your landlord on your behalf.

The information you give in this form will help us to decide if it is appropriate to pay your landlord.

You may not need to complete all the questions in the form but please try to give as much information and evidence as possible.

Who should complete this form?

Where possible the tenant should complete the form but it can also be completed by

Family or friends

The main carer

A support worker

An advice or welfare agency

The landlord or letting agent

A person who works for another service within the Council

The tenant must always sign the form and be fully aware that it may lead to the Local Housing Allowance being paid to the landlord to cover the rent.

If the tenant has not signed the form, the reasons why must be provided in the declaration.

For ease the questions are asked in the first person.

What should be sent with this form?

Written evidence to support the information in this form, this can be from various sources depending on the persons circumstances, for example.

Welfare groups

Care Workers

Social Services

Department for Work and Pensions (DWP)

General Practitioner (GP)

Hospital

Courts

Probation Officers

The tenants' family and friends

Landlord or letting agent

Please note this list is not exhaustive and evidence from other sources may also be accepted.

1.	Name of the tenant Housing Benefit reference number
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2.	Address and telephone number of the tenant
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3.	Name of the person completing the form (if not the tenant)
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4.	Contact address and telephone number if the above is not the tenant
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5.	If the tenant is not completing the form please tell us your relationship to the tenant and the reason why you are completing the form on their behalf
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6.	Tell us about any medical conditions or disabilities that may cause you difficulties in paying your rent
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7.	Tell us about any learning difficulties that may cause you a problem in paying your rent
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8.	Tell us about any mental health problems that may hinder you paying your rent
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9.	Are you dealing with an addiction to drugs, alcohol or gambling? If yes please give details
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10.	Have you encountered difficulties managing your affairs because you need assistance with understanding the English language? If yes please give details
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11.	Have you recently experienced changes in your lifestyle that mean you are temporarily unable to deal with your financial affairs? If yes please give details
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12.	Do you have rent arrears? Yes <input type="checkbox"/> No <input type="checkbox"/> if yes please tell us How much are your rent arrears? £..... The period they cover from..... to
	Has your landlord taken any action to recover the rent arrears i.e. Court action, Notice of seeking possession, Notice to quit, sent you a letter, set-up a payment plan, other? Please specify and provide any proof of action taken.

13.	Have you had any previous problems paying your rent? If yes, please give details
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14.	Are you having deductions made from your Income Support or Job Seekers Allowance to pay rent arrears? Yes <input type="checkbox"/> No <input type="checkbox"/> please provide proof if yes
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15.	Do you have multiple debts and would like help to resolve them? If yes please give details and provide proof. We can refer you to a Money Advice Service.
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16.	Do you currently receive any ongoing support from an agency that can help you organise your rent payments and finances? If yes, please give details
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17.	<p>Is there anyone else that can help you manage your financial affairs? If yes, please give details</p> <p>.....</p> <p>.....</p> <p>.....</p>
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18.	<p>How long do you think that payments will need to be made to your landlord?</p> <p>12 weeks <input type="checkbox"/> 26 weeks <input type="checkbox"/> 52 weeks or more <input type="checkbox"/></p>
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19.	<p>Tenant's declaration</p> <p>Please sign and date the form below. If you have a partner they should also sign below</p> <p>The information given in this form is true and correct</p> <p>I agree for my Local Housing Allowance to be paid directly to my landlord, up to the amount of my contractual rent.</p> <p>I will contact the Housing Benefit department should I feel able to receive my benefit directly</p> <p>I have read and understood the declaration.</p> <p>Your signature..... Your partner.....</p> <p>Date.....</p>
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20.	<p>Declaration for the person completing the form, if not the tenant.</p> <p>If the tenant has not signed the form please give the reasons why.</p> <p>.....</p> <p>.....</p> <p>The information is true and correct</p> <p>I believe it to be in the best interest of the tenant to pay the Local Housing Allowance, up to the contractual rent directly to the landlord.</p> <p>I have read and understood the declaration.</p> <p>Name..... Signature.....</p> <p>Date.....</p>
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Further information

If you have any enquiries or need any help understanding this form please

Telephone 01925 443343

Email revenues&benefits@warrington.gov.uk

Visit Contact Warrington, 26-30 Horsemarket Street, Warrington, WA1 1XL

This document can also be provided in large print.