Housing Benefit Application for payments of Local Housing Allowance to be paid to the landlord







What is this form for?

The Benefits Service has to make all payments of Local Housing Allowance (LHA) to the tenant, but we can consider making payments to the landlord when the tenant will have difficulty managing their own affairs or is unlikely to pay the rent.

Who should complete this form?

The tenant should complete this form, but the following people can also complete it on behalf of the tenant:

- · family or friends
- a carer

Signature:

- an advice or welfare agency
- the landlord or letting agent
- another service within the council

Written evidence needs to be provided to support the information given in this form. This can be from various sources depending on a person's individual circumstances.

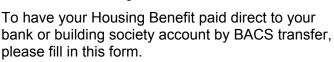
Tenant's first name:	Tenant's last name:						
Daytime phone number:	E-mail address:						
Address of tenant :							
	Benefit claim number:						
Postcode:							
If you are completing this form on behalf of the tenant, please tell us your name and your relationship to the tenant:							
Your name:	Relationship to the tenant:						
Declaration: *Please delete as appropriate							
I declare that the information I have given in this form is correct and I authorise you to make enquiries to check any of the information or evidence I have provided.							
I understand that you may need to contact the tenant/landlord/other* and that you will need to tell them about the information I have given you.							

Date:

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

Reason payment of LHA to the tenant is a problem	Examples of information and evidence required
Unable to open a bank or building society account	Letters from banks, building societies and credit unions.
	Letters from debt/money advisors.
This will help the tenant keep or get a tenancy	Letter from landlord or letting agent
Cannot read, write or speak English	Written evidence from support organisations
Addiction to drugs, alcohol or gambling	Written evidence from care worker, GP, support organisations, government departments
Fleeing domestic violence	Written evidence from women's refuge, support organisations, care workers, social services
Recent care leavers or receive help from a support organisation	Written evidence from care workers, social services, support organisations
Mental health problems	Written evidence from care worker, GP, other qualified medical practitioners, social services, government departments
Just left prison following a long sentence	Written evidence from The Probation Service
Severe debt problems or recent County Court Judgments	Letters from banks, building societies and credit unions. Letters from debt/money advisors or solicitors
	Copy of court order
No experience of paying rent, or have difficulty in doing so	Written evidence from support organisations
Undischarged bankrupt	Copy of court order
Learning disabilities	Written evidence from care worker, GP, other qualified medical practitioners, social services, government departments
of the above apply, but payments of LHA will	cause problems because:
	Unable to open a bank or building society account This will help the tenant keep or get a tenancy Cannot read, write or speak English Addiction to drugs, alcohol or gambling Fleeing domestic violence Recent care leavers or receive help from a support organisation Mental health problems Just left prison following a long sentence Severe debt problems or recent County Court Judgments No experience of paying rent, or have difficulty in doing so Undischarged bankrupt

Housing Benefit BACS Payments









Unfortunately, we are not able to pay into some accounts, such as Individual Savings Accounts (ISAs), Post Office Card Accounts and some Savings Accounts. If you are not sure about the account you want to use, please ask your bank or building society.

If you close your account, or change bank accounts, please tell us as quickly as possible, or your payments could be delayed.

First name:		Last n	ame:	
Daytime phone number:		E-mai	l address:	
Address:				
				Benefit claim number or landlord reference:
Postcode:				
Are you a: Tenant	Landlord			dlord, please tell us your d address on the back
Name of your bank or building society:				
Address of your bank or building society:				
			Postcode:	

Names as they appear on the account:									
Branch sort code:] - [] –						
Account number:									
Building society account/roll number:									
If you are the landlord, pl Tenant's first name:	ease tell us t	he name a			enant:				
Γenant's address:									
				Р	ostcoo	de:			
Your signature:									
Date:									

Once you have filled in this form and signed it please return it to your Local Authority:

Canterbury City Council
Benefits Service
Military Road
Canterbury, Kent
CT1 1YW
www.canterbury.gov.uk

Dover District Council
Benefits Service
White Cliffs Business Park
Dover, Kent
CT16 3PJ
www.dover.gov.uk

Thanet District Council
Benefits Service
PO Box 9, Cecil Street
Margate, Kent
CT9 1XZ
www.thanet.gov.uk