

Local Housing Allowance (LHA)

Application for landlord direct payments and authorisation to discuss

Local
Housing
Allowance

This form should be completed if a tenant wishes to apply to have their Local Housing Allowance paid direct to their landlord.

As specified in the leaflet titled 'vulnerability', there are certain criteria which a person must fulfil in order to qualify to have their Local Housing Allowance payments sent direct to their landlord or a third party.

Who should complete this form?

This form should be completed by the tenant or a representative of the tenant. For example:

- Family or friend
- Carer
- Landlord or Letting Agency
- Advice or Welfare Agency

Please ensure the tenant always signs this form with the understanding that if accepted, they are giving permission for another party to receive payments on their behalf.

What else is required?

You must provide written evidence to support your application, depending on your individual circumstances. Examples of documents you could provide are:

- Letter from the hospital/GP or medical certificate
- Letter from Bank/Building Society
- Solicitors Letters
- Letter from Welfare, Support or Advisory Services
- Bankruptcy Notice or Court documentation

About You

Your Full Name

Your Address

Housing Benefit Case Reference (where known)

Name and Address of landlord

If someone else is filling in this form on your behalf

Name of person completing this form

Relationship to tenant and reason you are completing this form (if applicable)

Telephone Number (of tenant or representative)

What are your reasons for requesting payment of Local Housing Allowance to your landlord?

A. Personal Circumstances

Please specify the reason why you do not want or feel you should not receive your payments direct?

Please provide as much information as possible to help us make our decision.

Physical disabilities or medical conditions

Mental health problems or learning disabilities

Coping with an addiction (eg to gambling, alcohol, drugs)

Language barriers (Need assistance to write/speak English)

Other (Please Specify)

Please provide as much information as possible regarding your personal circumstances as this may help to support your application.

B. Financial difficulties

Do you currently have rent arrears?

Yes No

How much are the arrears?

What period do they cover?

From:

To:

Please advise if your landlord has taken any action to recover these arrears?

Have you asked your landlord to reduce the rent?

Yes No

Please provide any other information regarding the history of rent payments that you feel may support this application.

Do you have any other debts which are in the process of being recovered?

Yes No

If yes, please specify what these are and how you are reducing these.

Are you having deductions made from any other sources of income? e.g. benefits/earnings

Yes No

If yes, please specify

C. Period of Landlord Direct Payments

How long do you feel you will require your Local Housing Allowance to be paid direct to your landlord?

1 to 3 months 3 to 12 months Over 12 months (ongoing)

Please state your reason for this answer

**Please use this section to tell us anything else you think might be useful to support this application.
(Please use a separate sheet if required)**

Remember that where possible you should supply documentary evidence to support your request.

Declaration

Please read the declaration below and sign and date the relevant section/s.

Direct Payments to landlord

Please sign this section if you wish to have your Local Housing Allowance paid direct to your landlord.

- I declare that the information given on this form is correct and complete.
- I agree for my Local Housing Allowance to be paid direct to my landlord, up to the amount of my contractual rent.
- I will contact the Housing Benefit department if I wish to apply to change this method of payment at any time.
- I have read and fully understood this declaration

Your signature

Date

Signature of person completing form on tenant's behalf

Date

Authorisation to discuss claim with your landlord

Please sign this section if you give permission for Plymouth City Council to discuss your Housing Benefit claim with your landlord.

(Please note, information discussed with your landlord will be regarding your rent and Local Housing Allowance entitlement amounts. We will not disclose such information as the income or other benefits you receive, your capital amounts or any forwarding address, unless permitted to do so by yourself).

- I declare that I give permission for Plymouth City Council to discuss my Local Housing Allowance claim with my landlord.

Your Signature

Date

Signature of person completing form on tenant's behalf

Date

How to contact us for more information

If you have any further questions about the Local Housing Allowance scheme, you can contact us by:

■ **Visit at:** Civic Centre, Armada Way, Plymouth, PL1 2AA.

Our Tenant Services Counter is open from 8.30am to 5.00pm Monday to Friday.

■ **Telephone on:** 01752 304889

Our Tenant Services Telephone Lines are open from 8.30am to 5.30pm Monday to Friday.

■ **Fax on:** 01752 304278

■ **Email to:** lhabenefits@plymouth.gov.uk

■ **Visit our Website at:** www.plymouth.gov.uk

■ **Write to us at:**

Head of Revenues and Benefits
Corporate Resources Department
Plymouth City Council
Civic Centre
Armada Way
Plymouth
PL1 2AA

If you have any further comments or questions about our Local Housing Allowance booklets, or if you would like to receive further information about the new scheme, please email your request to lhabenefits@plymouth.gov.uk

If you require this information in another language, or would like it provided in braille please contact my office on the above number and substitute documentation will be provided.