

Dartford and Sevenoaks working together to deliver Revenues and Benefits Services

Date form requested:	Date form issued:	Case reference:
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Request for payments of Local Housing Allowance (LHA) to be paid to the landlord or third party

Name of tenant: _____

Address of tenant: _____

Please tick the box(s) that apply to you and provide the evidence required. Failure to provide adequate supporting evidence will mean this request cannot be considered.

Reason payment of LHA to the tenant is a problem	Evidence required
<input type="checkbox"/> Addiction to drugs, alcohol or gambling	Written evidence from support organisations, GP, Social Services, care workers, hospital etc.
<input type="checkbox"/> Difficulties with reading and writing	Written evidence from support organisations.
<input type="checkbox"/> Fleeing domestic violence	Written evidence from support organisations or Social Services.
<input type="checkbox"/> No experience of successfully managing their rent	Written evidence from support organisations.
<input type="checkbox"/> History of non-payment of rent	Rent records and letters proving attempts to collect monies or evidence from a previous landlord.
<input type="checkbox"/> Inability to speak English	Written evidence from support organisations.
<input type="checkbox"/> Learning disabilities	Written evidence from care worker, GP or Social Services etc.
<input type="checkbox"/> Medical condition or mental health problems	Written evidence from care worker, GP or Social Services.
<input type="checkbox"/> More than 8 weeks in arrears with rent	Rent records and letters proving attempts to collect monies.
<input type="checkbox"/> Severe debt problems	Court Orders, CCJs, evidence from help groups, solicitors, creditors or debt advisors.
<input type="checkbox"/> Unable to open a bank account	Letters from banks or money advisers.
<input type="checkbox"/> Undischarged bankrupt	Copy of Court Order.

Now please answer all the questions on the following pages.

Doc Type: SAFEGUARD FORM

Do you currently receive any support/ help in managing your finances?

Yes No

If 'Yes' please tell us who helps you.

Do you have anyone who could help/support you to manage your finances?

Yes No

If 'Yes' please tell us who can help you.

Do you currently have any rent arrears?

Yes No

If 'Yes' please tell us how much and what period the arrears cover.

Amount	Period of arrears

Have you previously had any difficulties in keeping your rent payments up to date?

Yes No

If 'Yes' please tell us why.

Do you have multiple debts?

Yes No

If 'Yes' please supply details.

Amount	Debt

Do you have anyone helping you manage these debts?

Yes No

If 'Yes' who is helping you?

Are any deductions being made from your income to repay debts?

Yes No

If 'Yes' please tell us how much and what income the deductions are being taken from.

Amount	Income being deducted

How long might you need payments to be made to your landlord?

Please say whether you think this will be temporary or permanent change. For example, it could just be while you are in hospital or until other priority debts have been repaid.

Completion of this form does not guarantee that payments of Housing Benefit will go directly to the landlord. Each application is assessed on its own individual merits.

Payment of benefit

Paid direct to your landlord's bank or building society account

Benefit will be paid to your landlord four weeks in arrears

Please give the following details for your landlord

Name and address
of your landlord's bank/
building society

Your landlord's
bank account number

Your landlord's
bank sort code

OR

Your landlord's
building society
account number

Your landlord's
building society
roll number

Type of building
society account

Declaration

Please read the Declaration carefully before you sign and date it.

Warning:

If you provide false statements, information or documents to support your application or you continue to receive benefit or support when you knowingly fail to tell us about relevant changes of circumstances which happen after the date you make your claim, you will be guilty of an offence and may be prosecuted.

I understand the following:

If I give information that is incorrect or incomplete, you may take action against me. You will use the information I have provided to process my application. The information I have given may lead to my Housing Benefit being paid directly to my landlord. You may check some of the information with other sources within the Council, Rent offices or other councils.

I declare that the information I have given on the form is correct and complete.

Signature of applicant:

Date:

Form filled in by someone other than the person claiming

Please tell us why you are filling in this form for someone else.

Name of the person who filled in the form

Relationship to the claimant

Signature of the person

Contact telephone number and/or address

Data Protection

The Council takes its obligations under the Data Protection Act very seriously and will not disclose information to any unauthorised person. If requested, information on names and addresses of individuals may sometimes be passed to other local authorities, public bodies and statutory utilities.

Request for payments of Local Housing Allowance (LHA) 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 you, but we can consider making payments to your landlord where you will have difficulty managing your affairs.

Who should complete this form?

You should complete this form, but family or friends, a carer, an advice or welfare agency, the landlord or letting agent or another service within the Council can also complete it on your behalf. You must answer all the questions, sign the form, and provide evidence to support the information given in this form. This can be from various sources depending on a person's individual circumstances. Please be fully aware that completion of this form may lead to your benefit being paid directly to your landlord.

What happens next?

Send the form **together with relevant supporting evidence** to Benefit Services at the address shown overleaf. Tell us as much information as possible so that we can make a quick decision. In some cases it may be necessary to gather evidence or to interview you and/or your representative. We will write to you and anyone else affected, about our decision and of the right to appeal. Whilst the decision is being made payments may be sent to you.

However, in cases where you do not have a bank account, payments will be made to your landlord for a period of no longer than 8 weeks. After this time payments will be suspended until you provide bank details. If you can prove that you cannot obtain a bank account payments will continue to the landlord.

How will the LHA be paid?

Where we decide to pay your landlord, they will only receive LHA up to the amount of the contractual rent. Your landlord will be paid every 4 weeks, in arrears.

What do I do when my circumstances change?

If your circumstances change at any time, please remember to tell the Council straight away. This includes, for example, if you feel able to receive your benefit directly, if someone has joined or left your household or has a change in their income or capital, if you move, if child benefit has ended or if you or your partner has stopped being entitled to Income Support, Job Seekers Allowance (Income Based) or Guarantee Credit. These are examples only – if in doubt, please tell us anyway.

If you are receiving Pension Credit and have a change of circumstances it is also advisable to contact the Pension Service and inform them of your change; their telephone number is 0845 6060265.