

**Reigate & Banstead**  
**BOROUGH COUNCIL**  
Banstead | Horley | Redhill | Reigate

The Town Hall  
Castlefield Road  
Reigate  
RH2 0SH

Phone: 01737 276497

[Benefit.Enquiries@reigate-banstead.gov.uk](mailto:Benefit.Enquiries@reigate-banstead.gov.uk)

**Application for payment of Local Housing Allowance to your landlord**

Under the Local Housing Allowance (LHA) scheme, we will usually pay benefit to you the tenant. You must then pay the rent to your landlord.

However if you have difficulty managing your affairs we may be able to make payments directly to your landlord.

If you would like us to consider making payments to your landlord please complete this form and return it to us together with the proof we need.

We will send you a decision as soon as we can. If we need more information we will write to you.

**About you**

Benefit claim reference

Your full name

Address

Phone number

**About your landlord**

Landlord's name

Address

Phone number

**If you or your partner are having or are likely to have problems managing money and paying your rent, please tick all the boxes below that apply to you.**

We will need the proof detailed below.

<b>Reason for paying LHA to the landlord</b>		<b>Proof we need to see</b>
I have problems managing my money because of learning difficulties	<input type="checkbox"/>	Written proof from GP, Social Services, support worker, DWP or Citizen's advice bureau
I have a medical condition or mental health problem which makes it difficult to manage my money	<input type="checkbox"/>	Written proof from GP, Social Services, support worker, hospital or Citizen's advice bureau
I have serious difficulties reading and writing	<input type="checkbox"/>	Written proof from support groups, welfare organisations or Citizen's advice bureau
I have difficulty speaking and understanding English	<input type="checkbox"/>	Written proof from support groups, welfare organisations or Citizen's advice bureau
I am dealing with an addiction to drugs, alcohol or gambling	<input type="checkbox"/>	Written proof from GP, Social Services, support worker, hospital or probation service
I am escaping domestic violence	<input type="checkbox"/>	Written proof from welfare organisation or refuge
I have recently been released from prison	<input type="checkbox"/>	Written proof from prison or probation service
I have severe debt problem	<input type="checkbox"/>	Court orders, CCJ's, proof from debt advisor's, solicitor's or creditors
I am unable to open a bank account	<input type="checkbox"/>	Letter from bank, Citizen's advice bureau, court order.

Please make sure the declaration below is fully completed and that your landlord has signed the attached undertaking and given all bank/building society account details.

**Declaration**

Even if someone else has filled in this form for you, you must sign the declaration if you can.

I declare that the information I have given on this form is correct and complete as far as I know and believe. I agree that you may ask the people or the organisations mentioned on this form for any information which is needed to deal with my request.

By filling in and signing this form you authorise us to make payment of your Local Housing Allowance to your landlord.

**Your signature**

**Your partners signature**

**Date**

Declaration of the person filling in this form on behalf of the tenant

I declare that as far as possible I have confirmed with the tenant that the information I have written on this form is correct

**Your signature**

**Name in full**

**Address**

**Phone number**

**Relationship to tenant**

**Date**

## **Landlord direct payment form**

### **Landlord's undertaking**

(This must be signed by the landlord before rent payments can be made)

### **Declaration**

1. I am the landlord of the tenant;
2. I understand it is a criminal offence to dishonestly or without reasonable excuse fail to notify the Benefit service of any change in circumstances that I am required to report. These include a change in my tenant's (or member of the tenant's household);
  - Rent or terms of the tenancy;
  - If they move;
  - If they stop or start work;
  - If they are absent from the property;
  - If someone leaves or joins the household;
  - Any other change which may affect the entitlement to Benefit.
3. I am prepared to accept Housing Benefit payments on behalf of the tenant;
4. In accepting payment I am aware that if any overpayment of Housing Benefit should be made I am liable to repay the council.

**I declare that I have read and understood the above.**

**Landlord's signature**

**Bank/Building society name**

**Account number**

**Sort code**

**Account name**