

Landlord Direct Payments Application Form for Local Housing Allowance - Guidance notes

Introduction

- Local Housing Allowance (LHA) payments will be made directly to tenants. However, you can have payments made to your Landlord in special circumstances.
- If you feel that you could have problems keeping up your rent payments and it would be easier for you if your landlord was paid directly, please complete this form.
- You can fill it in yourself or if you can't manage to complete the form you can see an Advisor in our Customer Service Centre or contact:

Corby Welfare Rights and Citizens Advise Bureau Tel: 01536 402099

Appeals and Reconsiderations Officer at Corby Borough Council Tel: 01536 464000 to make an appointment.

How we collect and use information

This Authority is under a duty to protect the public funds it administers. We may check information that you provide, or information provided by a third party, with other information we hold, to check its accuracy of information; to prevent or detect crime; and to protect public funds in other ways, as permitted by law. We may also share this information with other Council departments or bodies administering public funds for these purposes. We may also use this information to put you in touch with council services that may be able to help you. We will not disclose information about you to anyone, unless the law permits us to.

You may not need to answer all of the questions, as each case will be different, but try to give as much information and evidence as possible. In some cases it may be necessary to gather further evidence or interview you and/or your representative.

The information you provide in this form will help our Appeals and Reconsiderations Officer to decide whether it is appropriate to pay Local Housing Allowance directly to your landlord.

Wherever possible, please include written evidence to support the information when you return the form.

Payments

Where we decide to pay your landlord, the landlord will only receive LHA up to the amount of the contractual rent. **If there is any excess, this will be paid to you.**

Appeals

We will write to you and anyone else affected confirming our decision and provide details of the right of appeal.

Who should complete this form?

This form should be completed by the tenant, but it can also be completed on behalf of the tenant by:

- family or friends
- main carer
- an advice or welfare agency
- the landlord or letting agent
- another service within the Council

What should be sent with this form?

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, for example:

the tenants'

- | | |
|-----------------------------|----------------------------------|
| - Family and/or friends | - Social Worker |
| - Landlord | - Main carer |
| - General Practitioner (GP) | - Welfare Groups |
| - Probation Officer | - Department for Work & Pensions |

Please note this list is not exhaustive.

Examples of Reasons

Reason for paying LHA to the Landlord	Proof we need to see
Learning Difficulties	Written proof from care workers, your doctor, Social Services
Medical Condition or Mental Health Problems	Written proof from care workers, your doctor, Social Services
Serious Difficulties in reading or writing	Written proof from support groups
Difficulty speaking and understanding English	Written proof from support groups
Dealing with addiction (drugs, Alcohol, gambling)	Written proof from care workers, your doctor, Social Services, support groups, hospital
Escaping from Domestic Violence	Written proof from support groups, Social Service
Recently released from prison	Written proof from prison or Probation Service
Severe Debt problems	Court orders, CCJ's proof of debt advisors, solicitors, creditors
Undischarged bankruptcy	Copy of Court Orders
Unable to open a bank account	Letter from bank or money advisors
History of Rent Arrears or Homelessness	Proof from support groups, homeless charities.

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Claim Number

Name

Address

Telephone Number

1. Do you have any rent arrears at the moment? How much?

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2. Do you feel able to receive your LHA and pay your own rent?

YES

NO

3. If NO, why not?

--

4. Why does this mean that you cannot pay your rent?

--

5. Does anyone help you manage your money?

--

6. Do you have a bank account?

- How are you receiving your benefit/wages?
- Do you have any savings?
- What has prevented you from opening a bank account?

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7. How well do you think that you manage your money?

- Well/Good
- OK
- Having problems

Do you have any of these?

- Switch/Delta
- Cheque Book
- Credit Card
- Standing order and direct debits

- Are you having any problems with any of these?

8. How do you pay other (priority) outgoings?

- Council Tax -----
- Gas -----
- Electricity -----
- Water Rates -----

9. If LHA is paid to you how will you pay your landlord?

10. Do you have enough money to meet all of your essential expenses?

- Always
- Usually
- Rarely
- Never

11. If you are short of money what bills do you leave until later?

12. Have you ever had action taken against you for rent arrears?

YES

NO

13. Have you ever been taken to court for not paying bills?

YES

NO

14. What evidence do you have to support the request for direct payment to be made to your landlord? (WE WILL NEED TO SEE ORIGINAL DOCUMENTATION)

Tenant's Declaration

Make sure you sign and date the form, if you have a partner please make sure they sign it too. By signing the form you are accepting that the information you have provided may lead to your benefit being paid to your landlord. We may share some of this information with other sections of the council, or the Department for Work and Pension.

Declaration from person completing the form

If someone has completed the form on your behalf, they must also sign the form.

Claimant	Signed	_____	Dated	_____
Partner	Signed	_____	Dated	_____
Person who completed the form	Signed	_____	Dated	_____
	Relationship	_____		
CBC Officer	Signed	_____	Dated	_____
	Organisation	_____	Dated	_____

Please return the form together with documentary proof to support the information provided to:

**Appeals and Reconsiderations Officer
Corby Borough Council
The Corby Cube
George Street
Corby
NN17 1QG**

Tel: 01536 464000

The Financial Assessment form should only be completed if you would like your allowance paid to your landlord.

Your weekly income	You	Partner
Net earnings from employment		
Income Support/Jobseekers Allowance		
Child Tax Credit		
Working Tax Credit		
Housing Benefit		
Child Benefit		
Pension Credit/Retirement Pension/Works Pension		
Any other state benefit		
Money received from parents/friends		
Any other income (please state source)		
Total weekly income (A)		
Your weekly amount of outgoings (please convert any monthly outgoings to weekly figures)		Arrears if any
Rent		
Mortgage		
Council Tax		
Electricity		
Gas		
Water Rates		
TV Licence/Rental		
Telephone		
Food		
Household Products		
Clothing		
Car/Transport		
Maintenance		
Fines		
Other outgoings (please say what they are)		
Total weekly outgoings (B)		
Weekly income less weekly outgoings (A less B)		
Loans & other credit debts		
Credit debts		
Name of Creditor	Balance Owing	Offer of Repayment If any
1		
2		
3		
4		
5		
6		
7		
8		
Total Monthly or Weekly Repayments		