

Your name & address:

### **Housing Benefit Payments**

Claimants that are subject to Local Housing Allowance are not as a general rule able to opt to have their benefit paid directly to their landlord. However there are some circumstances where the authority can consider making direct payments if it is deemed to be in the overriding interests of the claimant to do so.

In addition to this there are also safeguards in place with a view to protecting landlords and to stop claimants who cannot manage their rent payments from falling into arrears.

If you think that sending direct payments to a tenant will cause them, or you, serious problems, please complete this form and return it to us.

Yours Sincerely,



Karen Sly  
Head of Finance  
Tel (01263) 516349  
Between: 8.30am – 5.00pm Monday, Tuesday, and Thursday  
10.00am – 5.00pm Wednesday and 8.30am – 4.30pm Friday  
Email: [benefits@north-norfolk.gov.uk](mailto:benefits@north-norfolk.gov.uk)



# Payment to Landlord Request Form

(For completion by the landlord or someone helping the tenant)

Your name: .....

Your address: .....

.....

.....

Your relationship to the tenant, e.g. landlord, relative, friend, social worker, care worker, etc.....

Tenant's name:.....

Tenant's address: .....

.....

.....

Claim ref (if known): .....

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

Reason direct payment is a problem	Evidence required
<input type="checkbox"/> The tenant has learning disabilities which make it difficult for them to manage their finances.	Written evidence from Social Worker, Support Worker, GP, etc.
<input type="checkbox"/> The tenant has a medical condition or mental health problem which makes it difficult for them to manage their finances.	Written evidence from Social Worker, Support Worker, GP, etc.
<input type="checkbox"/> The tenant has serious difficulties with reading and writing.	Written evidence from Support Organisations.
<input type="checkbox"/> The tenant does not speak English.	Written evidence from Support Organisations.
<input type="checkbox"/> The tenant is dealing with addiction to drugs, alcohol or gambling.	Written evidence from Support Organisations, GP, Social Services, Care Workers, Hospital, etc.
<input type="checkbox"/> The tenant has recently been released from Prison.	Written evidence from the Prison or the Probation Service.
<input type="checkbox"/> The tenant has severe debt problems.	Court Orders, CCJs, evidence from Help Groups, Solicitors, creditors, debt advisers, etc.

<input type="checkbox"/>	The tenant is an undischarged bankrupt.	Copy of Court Order.
<input type="checkbox"/>	The tenant is unable to open a bank account.	Letters from banks or money advisers.
<input type="checkbox"/>	The tenant has a history of homelessness.	Evidence from Support Organisations, Homeless Charity, etc.
<input type="checkbox"/>	The tenant has a history of non-payment of rent.	Rent records and letters proving attempts to collect monies or evidence from a previous landlord.
<input type="checkbox"/>	The tenant is more than 8 weeks in arrears with their rent.	Rent records and letters proving attempts to collect monies.
<input type="checkbox"/>	None of the circumstances above apply, but direct payments will cause problems because: <hr/> <hr/> <hr/> <hr/>	

**Contact telephone number**

**Declaration**

**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 and that you will need to tell them about the information I have given you.

**Signature**

**Date**