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Local housing allowance (LHA) is paid to the tenant rather than the landlord. However, where vulnerability of a tenant is proven under one of the four criteria listed under Section 2, payment maybe made directly to the landlord. It is important that you give as much information and supporting evidence as possible so that the right decision can be made quickly.

Section 1- Tenant and landlord details

Housing benefit claim number (if known):

Tenant's details

Surname or family name

Other names

Telephone number

Address including room and or flat number

Landlord's details

Name

Landlord reference (if known)

Telephone number - work

Email address

Address

Postcode

Telephone number - mobile

Fax

Section 2 – Please tick which criteria the request for direct payments is being made under

<input type="checkbox"/>	Criteria 1 - The tenant is likely to have difficulty managing their affairs
<input type="checkbox"/>	Criteria 2 - The tenant is unlikely / improbable to pay the rent
<input type="checkbox"/>	Criteria 3 - The tenant is eight weeks or more in arrears with the rent
<input type="checkbox"/>	Criteria 4 – To secure or retain a tenancy

Please complete the section that is relevant to your request for direct payments.

Section 3

Criteria 1 or 2

Direct payments under both these criteria are discretionary and help protect claimants who are likely to experience difficulties, or prevent claimants who are likely to act irresponsibly, from falling into rent arrears. Such tenants are vulnerable because they may have learning and/or physical disabilities, medical and/or mental health conditions, addiction issues, difficulty speaking English, difficulty managing money, a history of rent arrears, or inability to maintain rent payments.

Please provide details and supporting evidence. Where your tenant has rent arrears, a rent statement is required.

Criteria 3

Direct payments under this criteria are mandatory when a tenant has accrued the equivalent of eight or more weeks rent arrears. Details and supporting evidence of the rent arrears and recovery action is required.

Recovery Action

Please tick the appropriate box(s) relating to the action you have taken or provide a detailed account of recovery. *(this list is not exhaustive)*

- | | | | |
|--------------------------|---------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | Court action | <input type="checkbox"/> | Referred to another agency |
| <input type="checkbox"/> | Letter to the tenant | <input type="checkbox"/> | Payment plan |
| <input type="checkbox"/> | Notice seeking possession | <input type="checkbox"/> | Notice to quit |
| <input type="checkbox"/> | Other | | |

Negotiations have taken place so that the tenant's rent is not increased because it is currently at a level that is affordable to the tenant.

What date should the rent have increased?

£

What was the proposed rental increase?

£

How much will the rent remain at?

£

Please provide the following to demonstrate that the tenancy has been secured / retained:-

- A copy of the agreement which shows that a contractual rent increase was due at this date, *and*
- A copy of the amendment to the rental agreement, *and*
- A signed statement to confirm that the rent has not been increased and will remain an at affordable level in exchange for direct payments

Supporting evidence

Please list which evidence you are providing to support this request and indicate which criteria it supports and if it is attached or to follow. Suggested types of evidence are given, however this list is not exhaustive; please add any other evidence you are providing to the list.

Evidence	To support Criteria 1,2,3 or 4	Attached	To follow
Rent statement			
Statement from your tenant			
Letter from a support worker (<i>eg social worker/probation officer</i>)			
Letter from GP / medical professional			
A copy of the tenancy agreement			
A copy of the amendment to the current rental agreement			
A copy of the agreement which shows that a contractual rent increase was due at this date			
A signed statement to demonstrate that the tenancy has been secured / retained			

Declaration

- The information given is true and correct
- I believe it to be in the best interest of my tenant for their benefit to be paid directly to myself

Signed

Date:

When you have completed this form please send it to:

FREEPOST RSJC-KKBE-ABXZ, Revenues and benefits,
Hull City Council, PO Box 15, Hull. HU1 2AB

Or you can hand it in to any of our customer service centres