



Application for payment of Local Housing Allowance (LHA) to your Landlord

What is this form for?

- The Local Housing Allowance (LHA) is normally payable to the tenant.
- However there are special circumstances when we can pay the LHA directly to the landlord.
- The information given in this form will help us to decide if we should pay the LHA directly to the landlord in your case.
- You may not need to complete all the questions in the form but please try to give as much information and evidence as possible.

Who should complete this form?

Where possible the tenant should complete the form but it can also be completed by

- Family or friends
- The main carer
- A support worker
- An advice or welfare agency
- The landlord or letting agent
- A person who works for another service within the Council

The tenant must always sign the form and be fully aware that it may lead to payment of the LHA being paid direct to the landlord.

If the tenant has not signed the form, please explain why in the declaration at the end of the form.

What should be sent with this form?

Written evidence to support the information in this form, this can be from various sources (see guidance notes), depending on the person's circumstances, for example :

- Welfare groups
- Social Services
- Department for Works and Pensions (DWP)
- General Practitioner (GP)
- Hospital
- Courts
- Care workers
- Probation Officers
- The tenants' family and friends
- Landlord or letting agent

Please note that other items not on this list may also be accepted.

1.	Tenant's name	
	Housing Benefit reference	

2.	Tenant's address	
	Telephone number	

3	Name, address and telephone number of person completing the form - if not the tenant in 1 and 2 above.	

4.	If the tenant is not completing the form please tell us your relationship to the tenant and the reason you are completing the form on his/her behalf.	Relationship :
		Reason for completing the form :

Details about the tenant's circumstances

5	Tell us about any learning difficulties that may cause you problems in paying your rent	
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6	Tell us about any medical conditions or disabilities that may cause you difficulties in paying your rent	
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7	Tell us about any mental health problems that may cause you difficulties in paying your rent	
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8	Are you dealing with an addiction to drugs, alcohol or gambling? If yes please give details	
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9	Have you had any difficulties managing your affairs because you need help to understand the English language? If yes please give details	
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10	Have you recently experienced changes in your lifestyle that mean you are temporarily unable to deal with your financial affairs? If yes please give details	
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11	Has your landlord agreed to set the rent at an affordable level in order for you to secure/retain the tenancy? (By affordable we mean the same or less than your Local Housing Allowance entitlement) - Please provide a letter from your landlord to confirm this.	
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12	<p>Do you have rent arrears? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please tell us :</p> <p>How much are your rent arrears? £.....</p> <p>The period they cover : from..... to</p> <p>Has your landlord taken any action to recover the rent arrears i.e. Court action, Notice of seeking possession, Notice to quit, sent you a letter, set-up a payment plan, other, please specify and provide any proof of action taken.</p> <p>_____</p> <p>_____</p>	
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13	Have you had any previous problems paying your rent ? If yes, please give details	
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14	Are you having deductions made from your Income Support or Jobseekers Allowance to pay rent arrears? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide proof	
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15	Do you have an overdraft which would mean that any Housing Benefit payments made into the overdrawn account could not be used to pay your rent ? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide proof, e.g. latest bank statements	
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16	Do you have multiple debts and would like help to resolve them? If yes please give details and provide proof. We can refer you to an advice agency.	
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17	Do you currently receive any ongoing support from an agency that can help you organise your rent payments and finances? If yes, please give details.	
18	Is there anyone else that can help you to manage your financial affairs? If yes, please Give details	
19	How long do you think direct payments will need to be made to your landlord?	
	13 weeks <input type="checkbox"/> 26 weeks <input type="checkbox"/> 52 weeks or more <input type="checkbox"/>	

20	<p>Tenant's declaration : Please sign and date the form below. If you have a partner they should also sign below</p> <ul style="list-style-type: none"> ▪ The information given in this form is true and correct. ▪ I agree for my LHA to be paid directly to my landlord, up to the amount of my contractual rent. ▪ I will contact the Housing Benefit department should I feel able to receive my benefit directly. ▪ I have read and understood the declaration. <p>Your signature..... Your Partner.....</p> <p>Date Telephone number :</p>	
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21	<p>Declaration for person completing the form, if not the tenant:</p> <ul style="list-style-type: none"> ▪ The information is true and correct. ▪ I believe it to be in the best interest of the tenant to pay the LHA, up to the amount of the contractual rent directly to the landlord. ▪ I have read and understand the declaration <input type="checkbox"/> <p>Name Signature</p> <p>Date Telephone number :</p>	
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<p>Further information</p> <p>If you have any enquiries or need any help understanding this form please Telephone 01286 682689 Email LwfansTaiLleol@gwynedd.llyw.cymru Visit any of our Siop Gwynedd offices at Caernarfon, Dolgellau or Pwllheli.</p>	
Office use:	
Decision	Review date
Officers name.....	Date