



# Landlord's Application for Direct Payment of Housing Benefit

## What is this form for?

This form is intended for landlords to use if their tenant is:-

- more than 8 weeks in arrears with their rent, or
- having deductions from their Income Support or Job Seekers Allowance to pay their rent direct

The information you give us will help us decide if payments of Housing Benefit can be paid directly to you on your tenant's behalf. If your tenant does not meet the above criteria then payments of benefit will be made to the tenant. If you believe that your tenant is unable to manage their financial affairs you should encourage your tenant to contact us.

Tenant's name:

Tenant's address:

Post Code:

Claim number (if known):

Rent charged:  £  per

Tenant's total rent arrears:  £

You will need to provide evidence of the tenant's rent arrears, which should show the rent due and what payments have been made. Please tick to tell us what evidence you are sending in with this form. .

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Rent Book**  
**Rent Receipts**  
**Rent Account Statement**  
**Court Documents**  
**Eviction Notification**  
**Other**

**If no evidence is provided, or if the evidence does not prove the tenant's arrears, we will not be able to make payments of benefit direct to you.**

Landlord's name:

Landlord's address:

Post Code:

Landlord's email address:

Landlord's reference number (if known):

**I want to receive Housing Benefit directly for the tenant(s) who lives in my property. I agree to the conditions set out below.**

- I must tell you straight away if I find out about any change in the tenant's circumstances.
- I understand that whether you pay Housing Benefit directly to me depends on the tenant's circumstances. I understand that there may be times when a tenant owes me rent, but Housing Benefit may not be able to cover that rent.
- I agree to repay any amount you overpay me which you can recover from me under the Housing Benefit regulations.
- I understand that the Council has the power to recover an overpayment made in the respect of one tenant from another 'blameless' tenant's benefit and that the 'blameless' tenant's rent account shall be deemed to have been credited with the full value of his or her benefit entitlement.
- I understand that I have the right of appeal against decisions made in connection with direct payments of Housing Benefit and the decision to recover an overpayment from me.
- If I knowingly receive any payments of Housing Benefit for this tenant and I know this tenant is not entitled to that payment, I will be committing an offence and may be prosecuted. I will be telling you about any changes in the tenant's circumstances I become aware of which may affect their entitlement to Housing Benefit.
- I understand that you will stop paying me directly if I do not keep to these conditions.
- I understand that you can only give me information relating to the frequency and amount of benefit payments.
- I understand that BACS payments can only be made to landlords on a four weekly basis and will be made at the end of the period that they relate to.

**Please provide documentary evidence to show that the nominated bank account belongs to you.**

**I would like my tenants Housing Benefit paid directly into the account detailed below**

Bank name & address:

Account name:

Sort code:

Account number:

Roll number:

(Building society account only)

Landlord's Signature:

Date:

Please send the completed form together with proof of your tenant's arrears **and** proof of your bank account to:

Bracknell Forest Council  
Welfare Team  
benefits@bracknell-forest.gov.uk