

Application for direct payments of Local Housing Allowance

Who should fill in this form?

We normally pay local Housing Allowance direct to tenants and not landlords. However, in certain circumstances, we can make payments to a landlord, if we decide the tenant is 'vulnerable' – see below.

If you are a tenant, fill in this form if you want us to consider making payments of Local Housing Allowance (LHA) direct to your landlord.

If you are a landlord, a welfare organisation or someone else representing the customer, you can fill in this form. However, you must give your details and ask your tenant or client to sign it. If they cannot sign the form, you must tell us why.

What do we mean by vulnerable?

We will classify someone as vulnerable if we think they cannot manage their money. We have listed some examples below. However, remember there may be other reasons too.

A tenant may be vulnerable if they:

- have severe debt problems;
- have a recent county-court judgement against them;
- are an undischarged bankrupt;
- cannot open a bank or building society account;
- have some of their Income Support or Jobseeker's Allowance paid direct to the gas, electricity or water company;

- are getting help from Supporting People;
- are getting help from a homelessness charity;
- have learning difficulties;
- have an illness that prevents them from managing on a day-to-day basis;
- cannot read English;
- cannot speak English;
- are addicted to drugs, alcohol or gambling; or
- are homeless.

There may be other reasons why someone might be vulnerable.

Ask us for more information.

Making a decision

When we receive this form we will aim to make a decision within five working days. However, we must have written evidence that the tenant cannot manage their money. People who can give evidence include:

- the tenant;
- friends and family of the tenant;
- the landlord;
- welfare groups (including money advisers);
- Social Services;
- probation officers;
- Jobcentre Plus; and
- The Pension Service.

We may decide to pay Local Housing Allowance to the tenant or the landlord depending on the circumstances of the claim. We will write to the tenant and landlord to explain our decision.

What to do if you disagree with our decision

If you disagree with our decision, you can ask for a review or appeal against it. The rules for this are the same as the rules for Housing Benefit. Ask us for more information or pick up our leaflet 'What to do if you disagree with our decision' from any Access Trafford Office (below) or from our website at www.trafford.gov.uk.

Information and advice

If you need help to fill in this form, phone us on **0161 912 2220** or visit any of our offices below.

Use Minicom **0161 912 2102** if you are deaf, hard of hearing, or have speech difficulties.

If you need advice about opening a bank account or paying your rent, phone our money advice line on **0161 912 3302** or visit your local citizens advice bureau. They can also help you sort out any debt problems.

If you would prefer this information in a different format such as large print, please contact us.

Please return this form to: **PO Box 542, Sale M33 0GD.**

Sale Office

Sale Waterside
Sale
M33 7ZF

Old Trafford Library

Shrewsbury Street
Old Trafford
M16 9AX

Urmston Library

Unit 34, Golden Way
Urmston
M41 0NA

Stretford Library

Kingsway
Stretford
M32 8AP

Altrincham Library

20 Stamford New Road
Altrincham
WA14 1EJ

1 Your name (customer applying for direct payments)

2 Your address (customer applying for direct payments)

3 If you are filling this form in for someone, please tell us your name, address and phone number.

4 If you are filling in the form for someone else, please tell us your relationship to the tenant and the reason why you are filling in the form for them.

5 Tell us about any physical disabilities or medical conditions that may affect your ability to pay your rent.

6 Tell us about any mental-health problems that may affect your ability to pay your rent.

7 Tell us about any addictions that may affect your ability to pay your rent for example, alcoholism, substance misuse or gambling.

8 Tell us about any language difficulties that may affect your ability to pay your rent.

9 Tell us about any recent changes in your circumstances that may mean you need help to manage your affairs.

10 Have you had any problems maintaining your rent payments in the past? If so, please give details.

11 a. Are you behind with your rent payments? Yes No

b. If 'Yes', how much do you owe? £

c. What dates do you owe this money for? From / / to / /

d. Has your landlord taken any of the following action to recover your rent? Please tick and send us evidence of this.

Started court action

Given you a 'Notice of seeking possession'

12 a Do you have debts other than your rent that you need help with? Yes No

b Would you like us to put you in touch with Citizens Advice Trafford? Yes No

If 'Yes' please fill in the income and spending sheet at the end of this form.

13 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.

14 Are you having deductions made from your other income, such as your Income Support or Jobseeker's Allowance to help repay debts?

15 How long do you think you need your payments to be made to the landlord?

12 weeks 26 weeks 52 weeks More than 52 weeks

If more than 52 weeks, please tell us why?.....

Your declaration (tenant's declaration)

- The information given is true and correct.
- I agree for my Local Housing Allowance to be paid direct to my landlord to cover my rent.
- I will contact you if I feel able to receive my benefit direct.
- If I have ticked that I need more help with my debts, you may send a copy of this form to Citizens Advice Trafford.
- I have read and understood this declaration.

Please sign and date this form below. (If you have a partner, they should also sign it.)

Your signature:

Partner's signature:

Date:

Declaration for the person filling in this form (if not you as the tenant)

- The information given is true and correct.
- I believe it to be in the best interest of the tenant to pay Local Housing Allowance direct to their landlord.
- I have read and understood the declaration. Please sign and date the form below.

Your full name:

Your signature:

Organisation:

Date:

Please remember if you have answered Yes to Question 12 you must complete the Income and Expenditure form enclosed.

Landlord BACS request form

Claim number:

If you're applying for direct payments of Local Housing Allowance and we agree to pay you on behalf of your tenant, you will be paid by BACs into a bank account, the details of which you must provide below.

By ticking the box for an account that includes the name of the person acting on your behalf, you confirm that you will authorise them to use the money in the way you tell them.

Where you would like to be paid

Whose name is the account in? Please tick one box

- In your name and the name of the person acting on your behalf
- In your name
- In your partner's name
- In your and your partner's names
- In the name of the person/company acting on your behalf

What name or names is the account in?

Name and address of the bank or building society

Type of account (for example, a current account)

Sort code (please tell us all six numbers)

Account number (this is seven to 10 numbers long)

The roll or reference number if it is a building-society account

Your declaration

I agree to accept Housing Benefit payments for the above tenant. I understand that:

- I must tell you straight away if I find out about any changes of circumstances;
- you can stop paying benefit to me if I do not tell you about any changes of circumstances;
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to; and
- If you pay me too much Housing Benefit for any tenant, I must repay it. You can take the amount of overpaid benefit from the benefit I get for other tenants. This will not affect their rent.

Your signature

Date

Income and spending form (Please fill in this if you would like us to put you in touch with Citizens Advice Trafford.)

Income sheet - Please show weekly figures. If they are monthly, please write 'monthly' next to the amount.

Name:		Date:
Type of income		
Wages	You £	Your partner £
1 Earnings (after tax and		
2 Other earnings (after tax and		
3 Total wages or salary		

Other income	You £	Your partner £
4 Maintenance or child support		
5 Money from boarders or lodgers		
6 Student loan		
7 Student grant		
8 Other		
9 Total other income		

Pensions	You £	Your partner £
10 State Pension		
11 Pension Credit		
12 Occupational pension		
13 Other		
14 Total pensions		

Benefits	Customer £	Partner £
15 Attendance Allowance		
16 Child Benefit or Lone Parent Benefit		
17 Council Tax Benefit		
18 Disability Living Allowance		
19 Child Tax Credit		
20 Working Tax Credit		
21 Housing Benefit		
22 Incapacity Benefit		
23 Income Support		
24 Industrial Disablement Benefit		
25 Carer's Allowance		
26 Maternity Allowance		
27 Jobseeker's Allowance		
28 Statutory Maternity Allowance		
29 Statutory Sick Pay		
30 Bereavement Benefit		
31 Total benefits		
Total income		

47 Calor gas	
48 Other	
Total Utilities (42 to 48)	
Housekeeping	Amount
69 Food and milk	
70 Cleaning and toiletries	
71 Newspapers and magazines	
72 Cigarettes and sweets	
73 Alcohol	
74 Laundry or dry cleaning	
75 Clothing and footwear	
76	
Total housekeeping (69 to 76)	
Children	Amount
77 Childcare	
78 Nappies and baby items	
79 School fees	
80 School meals	
81 Pocket money	
Total children (77 to 81)	
Health	Amount
82 Dentist or prescriptions	
83 Care costs (not childcare)	
84 Health insurance	
Total health (82 to 84)	

67	
68	
Total travel (57 to 68)	
Pets	Amount
85 Pet food	
86 Vets bills and pet insurance	
Total pets (85 to 86)	
Repairs and maintenance	Amount
87 Repairs	
88 Household maintenance	
89 Window cleaning	
90 Maintenance contracts	
Total repairs and maintenance	
Other spending	Amount
91 Membership fees	
91 Postage	
93 Hairdressing	
94 TV, video, satellite or cable	
95 Renting other appliances	
96 Going out	
97 Hobbies (for example, gardening)	
98 Religious and Charitable	
99 Gifts	
100 Student courses costs	
101 Student tuition fees	
Total other spending (91 to 102)	

Information on who you pay money to

Priority debts

Type of debt	Owed to	Reference number	Amount of debt	Amount paid each week?
Rent or mortgage			£	£
Council Tax			£	£
Benefit overpayments			£	£
Fines			£	£
Other			£	£

Non-priority debts

Type of debt	Name and reference number of who you owe money to	Total borrowed	Total owed	Amount paid each week?

Below, please list anyone else you owe money to including relatives.

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