



Direct Payments (Affordable Rents) Form

Who should complete this form:

Local Housing Allowance is normally paid directly to tenants. However, if your landlord has reduced the rent to an affordable level to help secure your tenancy then we can pay your benefit directly to them. Simply fill in the form below, sign the declaration and give it to your landlord to complete and return.

Where to get more information:

For more information or to apply for your payments of Local Housing Allowance to be sent directly to your landlord for any other reason, please phone us on 0161 912 2220.

Please send this form to:

Revenues and Benefits Service
PO Box 542
Sale
M33 0GD

Alternatively you can visit your local library.

Tenant's details:

Please ensure you fill in all the sections of this form:

Your benefits reference number:

Title:

First name

Surname:

Your full address including postcode:

Tell us the amount of rent you were charged **before**
your landlord reduced it:

£	Per week
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Tell us the amount of rent you were charged **after**
Your landlord reduced it:

£	Per week
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Does your Local Housing Allowance cover the amount of rent you are charged?

Yes No

Use the box below to tell us any other relevant information. For example, if your rent is due to be reviewed in the future please provide the date.

Tenant's Declaration:

I confirm that the information provided on this form is correct and complete and that if my circumstances should change, I will notify the Council immediately.

Signed: **Date:**

If signing on behalf of the tenant:

I confirm on behalf of the customer that the information provided on this form is correct and if their circumstances change, I will notify The Council immediately.

Signed: **Date:**

Relationship to customer:



Landlord details:

Your landlord must complete and sign this section and return the form to us.

Landlord's full name

Landlords full address
Including postcode

Landlord Account Details:

Please note we cannot pay Housing Benefit into the following accounts:

- Post Office accounts
- Abbey National Savings accounts with a roll number
- Santander accounts with a roll number
- Cheshire Building Society accounts

Whose name is the account in?

In your name.

In your partner's name.

In your and your partner's names.

What name or names are on the account?

Name and address of your bank or building society:

Type of account held (for example, a current account)

Sort code (please tell us all six numbers)

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Account number (this is 7 to 10 numbers long)

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



Landlords Declaration:

I agree to Local Housing Allowance in respect of my tenant stated on this form being paid directly into the account I have chosen and I agree that these details are correct;

I confirm that I have reduced the tenant's rent to secure their tenancy;

I understand that you have the right to recover any overpayment of Housing Benefit from me if I act, or neglect to act, in such a way as to contribute to the amount and period of the overpayment.

Your signature

Date:

Please send this form to:

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