



## Landlord application for direct payment of LHA (tenant in arrears)

Under the Local Housing Allowance (LHA) scheme, we will usually pay benefit to a tenant. A tenant must then pay the rent to their landlord. If the tenant is 8 weeks or more in arrears with their rent, the law allows for payment of Local Housing Allowance to be made directly to the landlord unless it is in the overriding interests of the claimant or his family not to do so.

Please fill in this form and return it to us, together with the proof we ask for. We will send you our decision as soon as we can. Please note that if you cannot send the proof we ask for, it may delay our decision.

### About the tenant

**Surname or family name**

**Other names**

**Address**   
Postcode

**Phone number**   
Code Number

**National Insurance Number (if known)**

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### About the landlord

**Landlord's Name**

**Address**   
Postcode

**Phone number**   
Code Number

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### About rent arrears

(A) Amount of rent charged  every

(B) Total amount of arrears  from  /  /  to  /  /

You will need to provide proof of the tenant's rent arrears. Ideally this should be a rent statement that shows

- the rent that is due, and
- the rent that has not been paid during the last 12 months or since the tenancy started.

The proof you provide **must** cover the total amount of rent arrears outstanding.

Other types of proof you can send are detailed below. Please note that we must see original documents. We cannot accept copies.

Please tell us which documents you are sending with this form by ticking the boxes that apply.

Rent account statement	<input type="checkbox"/>	Bank statement	<input type="checkbox"/>
		Confirming transactions for rent payments	<input type="checkbox"/>
Rent book	<input type="checkbox"/>	Evictions notice – because of rent arrears	<input type="checkbox"/>
Rent receipts details of amounts and dates paid	<input type="checkbox"/>	Court documents – confirming rent arrears	<input type="checkbox"/>

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Please use this space to tell us anything else you think we might need to know.

Please continue on a separate sheet of paper if you need more space

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### Declaration

- I declare that the information I have given on this form is correct and complete as far as I know and believe
- I agree that you may check any information I have given or proof sent with this form

Signature

Date

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### For office use

Amount at (B)

divided by

Amount at (A)  =   
(expressed as a weekly figure)

Decision maker

Date of Decision

Payment to landlord No  Yes

Date review decision