

Local Housing Allowance 8 Weeks in Arrears - Help for Landlords

For Office Use Only

Weekly rent £

Arrears £

Assessment Officer _____

Date _____

Claim reference number if known

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

To apply to receive a tenant's LHA payment direct, please fill in this form and return it to us, together with the proof we ask for overleaf. We will send you our decision as soon as we can. Please note that if you cannot send the proof, it may delay our decision. This may mean that we continue to make payments to your tenant.

About the tenant

Name

Address

Postcode

Phone number

About the landlord

Name

Address

Postcode

Phone number

Rent 8 weeks in arrears

About rent in 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 given 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 Bank statement - *confirming transactions for rent payments*
 Rent book Evictions notice - *because of rent arrears*
 Rent receipts - *giving details of amounts and dates paid*
 Court documents - *confirming rent arrears*

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.

Declaration

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

Signature

Date

/ /

