

**From claimant to housing benefits**

**Authority for disclosure of information to landlord**

[Your address]

[Your telephone number]

[Your email address]

[Date]

[Address of the Council's housing benefit department]

By [first class post / hand / email to: *[insert email address]*]

Dear Sir/Madam

**Re: Permission for disclosure of information to landlord**

I hereby give the housing benefit department permission to share information about my claim for housing benefit with my landlord [name] of [address].

I specifically consent to you disclosing the following information to my landlord in relation to my claim should they request it:

- whether my claim has been received;
- the status of my claim;
- whether you are waiting for further information, documentation or evidence that you reasonably require in order to make a decision on my claim
- if so, a description of the information or documentation required
- if a decision has been made on my claim:
  - the date my benefit starts and ends
  - the weekly amount of my benefit
  - when my benefit will be paid
- whether a decision has been made that there is a recoverable overpayment of benefit, and if so a summary of the overpayment decision.

This permission does not extend to the sharing of personal or financial data. I understand that I can withdraw this permission at any time.

Please advise me in writing by return if you're unable to give effect to this request for any reason.

Yours faithfully



[Your name]

Copy: [Name and address of landlord]

