[Your (landlord’s) 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: Request for direct payments of housing benefit to landlord**

**Housing Benefit Regulations 2006, SI No. 213, Reg. 96**

**Name of claimant: [Name]**

**Address of claimant: [Address]**

I write in relation to the above named, who rents a property from me at the above address. I understand they are in receipt of housing benefit.

I can confirm that the claimant is currently in rent arrears of £[amount]. I enclose a written statement of the rent account.

I write to ask that you exercise your discretion to pay me the benefit direct.

I respectfully suggest that direct payments should be made because:

[*Insert whichever of the following bullet points are relevant in the particular circumstances of this case and delete those that don’t apply*]

* Direct payments will assist the claimant in securing or retaining a tenancy (Regulation 96(3)(b)(iv)) because:
  + [*Summarise those* *facts of the case that demonstrate that direct payments will help the claimant get or keep a tenancy, e.g.* In the absence of direct payments I am likely to take steps to terminate the tenancy.]
* It is improbable the claimant will pay their rent (Regulation 96(3)(b)(ii)) because:
  + [*Summarise those* *facts of the case that demonstrate the claimant is unlikely to pay their rent e.g.* The claimant has previously failed to pay his rent despite numerous reminders and requests for payment.]
  + [etc.].
* The claimant is likely to have difficulty in relation to the management of his financial affairs (Regulation 96(3A)(b)(i)), because:
  + [*Summarise those* *facts of the case that demonstrate the claimant is likely to have difficulty managing his or her affairs*].
  + [etc].

I can confirm the tenant is contractually obliged under the terms of their tenancy to pay their rent to me [OR my agent [name of agent] of [agent’s address]], and that the bank account details for payment are as follows:

|  |  |  |
| --- | --- | --- |
|  | Name of bank/building society: | [name of bank] |
|  | Name of account holder(s): | [name of account holder(s)] |
|  | Account number: | [account number] |
|  | Sort code: | [sort code] |

I am aware that, whatever your decision, you must notify me (as a ‘person affected’ by the decision) in writing of the decision (Regulations 2 and 90(1), Housing Benefit and Council Tax Benefit (Decisions and Appeals) Regulations 2001 SI No 1002, Regulation 3(1)(e)).

Many thanks for your help in this matter.

Yours faithfully

[Your name]

Enc: Rent account statement