

From landlord to housing benefits

Requesting housing benefit is paid directly to landlord – less than 8 weeks' rent arrears

[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

