[Your address]

 [Your telephone number]

[Your email address]

 [Date]

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

[Address of the Council’s housing benefit department]

Dear Sir/Madam

**Re: Request for direct payments of housing benefit to landlord**

 **Housing Benefit Regulations 2006, SI No. 213, Reg. 96(1)(c), 3(A)(b)(ii)**

 **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 has [*OR* appears to have] vacated the premises; and
* they are currently in arrears of rent 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:

* the claimant has [*OR* appears to have] ceased to reside in the dwelling, and there are outstanding payments of rent. Accordingly Regulation 96(1)(c) is satisfied; and
* it is improbable the claimant will pay their rent because they have [*OR* appear to have] vacated the dwelling. Regulation 96(3)(b)(ii) is therefore satisfied.

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