

From landlord to housing benefits

Requesting a statement of reasons from the housing benefit office for a refusal to pay you (the landlord) housing benefit directly

[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: Claimant: [Name of claimant]

Claimant's address: [Address of claimant]

Request for written statement of reasons

Housing Benefit Regulations 2006, SI No. 213, Reg. 90 and Sch. 9

I refer to the decision dated [date] concerning the request that direct payments of the claimant's housing benefit be made to me as the landlord.

Please forward me a written statement setting out the Council's reasons for the aforementioned decision on all matters set out in the decision notice and those matters the Council is obliged to notify me of under Schedule 9.

I am aware that you are obliged to send the statement to me within 14 days, or as soon as is reasonably practicable thereafter.

I look forward to hearing from you.

Yours faithfully

[Your name]

