[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(3)(iv)**

 **Name of potential tenant/claimant: [Name]**

 **Current address of potential tenant/claimant: [Address]**

 **Address of prospective tenancy: [Address]**

I write in relation to the above named, who wishes to rent a property from me at the above address. I understand they would be entitled to housing benefit.

I can confirm that I am willing to grant a tenancy to them at the above address, but only if I receive confirmation from you that any housing benefit will be paid to me directly.

I write to ask that you confirm to me and the prospective tenant whether you will be willing to exercise your discretion to pay me the benefit direct under Regulation 93(3A)(iv).

I recognise that you may not ordinarily make a decision whether direct payments can be made until the tenancy has commenced and the claimant has submitted a claim for housing benefit. However, as you are no doubt aware, the purpose and wording of Reg.96(3A)(iv) envisages a decision being required in circumstances where a person has not yet secured a tenancy and become liable to make rent payments.

I enclose a copy of the tenancy agreement that I will use if you agree to direct payment of benefit. The rent would be £[amount] per [week/calendar month]. The property is a [*insert type of property, e.g*. two bedroom house].

As you can see the tenant would be contractually obliged under the terms of the tenancy to pay their rent to me [*OR* my agent [name of agent] of [agent’s address]]. 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 in addition to notifying the prospective claimant (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.

I look forward to hearing from you.

Yours faithfully

[Your name]

Copy: [*Insert name & job title of any person you want to forward of copy of this letter to, eg prospective tenant, Council homelessness officer*]