

From landlord to housing benefits

Requesting HB is paid directly to you because you're unwilling to grant a further tenancy unless benefit is paid direct

[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 claimant: [Name]
Address of claimant: [Address]

I write in relation to the above named, who is my tenant at the above address. I understand they receive housing benefit.

I can confirm that I am willing to grant a new 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 are willing to exercise your discretion to pay me the benefit direct under Regulation 93(3A)(iv).

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].

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 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]