[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 Sirs

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

 **Housing Benefit Regulations 2006, SI No. 213, Regs 95 and 96**

I write to ask that you pay my housing benefit directly to my landlord [landlord’s name] of [landlord’s address].

I am currently in rent arrears of £[amount]. As my rent is £[amount] per [week/month], the arrears exceed eight weeks’ rent.

[*If you have an up to date rent statement, include the following sentence:*] I enclose a statement of my rent account.

I am aware that if the Council decides rent arrears are equivalent to eight weeks’ rent arrears or more, it must pay benefit directly to the landlord (Regulation 95(1)(b)).

I would be grateful if you could consider continuing to make direct payments when my arrears reduce below the equivalent of eight weeks’ rent, because:

* a direct payment to the landlord will already have been made in respect of the current award of housing benefit (Regulation 96(3A)(b)(iii));

[*Insert those bullet points below that apply and delete those that don’t apply in your situation*]

* direct payments will help me retain my tenancy (Regulation 96(3)(b)(iv)) because:
	+ [*Give details of your situation that show you need direct payments to help you keep your tenancy e.g.* My landlord is likely to end my tenancy if my housing benefit is not paid directly to him.]
* it is improbable I will pay my rent (Regulation 96(3)(b)(ii)) because:
	+ [*Give details of your situation that show you’re unlikely to pay your rent if your housing benefit is not paid directly to your landlord, e.g.* I find it very difficult to budget and ensure that my housing benefit money is used to pay my rent];
	+ [I have previously failed to pay the housing benefit I’ve received to my landlord];
	+ [etc.].
* I am likely to have difficulty in relation to the management of my financial affairs (Regulation 96(3A)(b)(i)), because:
	+ [*Give details of your situation that show you’re having difficulty managing your financial affairs* *e.g.* What I pay out every week for essentials is more than what I receive in benefits];
	+ [etc].

I am anxious to demonstrate to my landlord that I am taking appropriate steps to address my rent arrears. I am aware that, whatever your decision, you must notify the landlord (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)).

Thank you for your help in this matter.

Yours faithfully

[Your name]

Enc: Rent account statement

Copy: [Name and address of landlord]