[Your address]

 [Your telephone number]

 [Your email address]

 [Date]

[Address of the Council’s housing benefit department]

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

Dear Sirs

**Re: Request for payment of housing benefit on two homes**

 **Unavoidable rental liability**

 **Housing Benefit Regulations 2006, SI No. 213, Reg. 7(6)(d)**

**Your ref: [Housing benefit reference number]**

I write to ask that you pay housing benefit for two homes.

I have accepted a tenancy at [new address], which starts on [date new tenancy starts]. However, my tenancy at [original address] does not end until [date original tenancy ends].

I confirm that I moved into my new property on [date]. I was obliged to move quickly because [*give reason why you had to move quickly, eg:* The landlord required me to accept the tenancy and move in as a condition of the offer of tenancy].

It was not possible for me to avoid having to pay rent on both properties because [*give the reason(s) why you could not end your old tenancy and start the new tenancy on the same date, eg:* my new landlord required me to sign for the new tenancy straight away. I had to give four weeks’ notice on my old property, and the requirement that I give four weeks’ notice means that I have no option to pay rent on two properties].

Please contact me if you need any further information.

Yours faithfully

[Your name]