

From landlord to housing benefits

Chasing up a failure by the housing benefit office to respond to a request to pay housing benefits directly to you

[Your (landlord's) 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, Regs 95, 96
Name of claimant: [Name]
Address of claimant: [Address]**

I write in relation to a request made on [date] for the above claimant's housing benefit to be paid to myself under the above regulations.

I am disappointed that I have yet to receive any notification of your decision. I am aware that, whatever your decision, you must notify me (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)).

I respectfully ask that you forward notification of your decision within 10 days of receiving this letter.

Please note that if I do not receive a satisfactory response to this letter within 10 days I may submit a formal complaint under the Council's complaint policy, without further reference to you.

Many thanks for your help in this matter.

Yours faithfully

[Your name]

