

**From landlord to housing benefits**

**Requesting housing benefit is paid directly to you because you're unwilling to grant a tenancy unless benefit is paid direct (no current tenancy)**

**NB: this letter assumes there is no current tenancy. There is a similar letter where you are unwilling to offer a *replacement* tenancy / fixed term**

[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: | <b>[name of bank]</b>              |
| Name of account holder(s):     | <b>[name of account holder(s)]</b> |
| Account number:                | <b>[account number]</b>            |
| Sort code:                     | <b>[sort code]</b>                 |

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]*