



Payment to landlord request form

(For completion by the landlord or someone helping the tenant)

From June 2005, under the Local Housing Allowance (LHA) scheme, benefit payments will normally be sent direct to tenants.

If you think that sending direct payments to a tenant will cause them, or you, serious problems, please complete this form and return it to us.

Your name _____

Your address _____

Your relationship to the tenant, eg landlord, relative, friend, social worker, care worker, etc.

Tenant's name _____

Tenant's address _____

Claim ref (if known) _____

Please tick the box or boxes that apply and provide the evidence required.

Reason direct payment is a problem	Evidence required
<input type="checkbox"/> The tenant has learning disabilities which make it difficult for them to manage their finances	Written evidence from social worker, support worker, GP, etc
<input type="checkbox"/> The tenant has a medical condition or mental health problem which makes it difficult for them to manage their finances	Written evidence from social worker, support worker, GP, etc
<input type="checkbox"/> The tenant has serious difficulties with reading and writing	Written evidence from support organisations
<input type="checkbox"/> The tenant does not speak English	Written evidence from support organisations
<input type="checkbox"/> The tenant is dealing with addiction to drugs, alcohol or gambling	Written evidence from support organisations, GP, social services, care workers, hospital, etc
<input type="checkbox"/> The tenant is fleeing domestic violence	Written evidence from support organisations, social services, etc
<input type="checkbox"/> The tenant has recently been released from Prison	Written evidence from the prison or the probation service

Reason direct payment is a problem	Evidence required
<input type="checkbox"/> The tenant has severe debt problems	Court orders, CCJs, evidence from help groups, solicitors, creditors, debt advisers, etc
<input type="checkbox"/> The tenant is an undischarged bankrupt	Copy of court order
<input type="checkbox"/> The tenant is unable to open a bank account	Letters from banks or money advisers
<input type="checkbox"/> The tenant has a history of homelessness	Evidence from support organisations, homeless charity, etc
<input type="checkbox"/> The tenant has a history of non-payment of rent	Rent records and letters proving attempts to collect monies or evidence from a previous landlord
<input type="checkbox"/> The tenant is more than eight weeks in arrears with their rent	Rent records and letters proving attempts to collect monies
<input type="checkbox"/> None of the circumstances above apply, but direct payments will cause problems because:	

Declaration

I **declare** that the information I have given in this form is correct and I **authorise** you to make enquiries to check any of the information or evidence I have provided.

I understand that you may need to contact the tenant and that you will need to tell them about the information I have given you.

Signature _____ Date _____



If you require this form in another language or format, eg large print, audio cassette or Braille, please call 0344 980 3333 or email info@norwich.gov.uk