

Request to pay your Housing Benefit direct to your landlord



We can pay your Housing Benefit direct to your landlord. Some landlords may insist on this as a condition of your tenancy. If you want us to do this, please fill in and return this form, and ask your landlord to fill in the bottom section.

Until I tell you otherwise, please pay my landlord all amounts which you would normally pay me under the Housing Benefit Scheme.

Your full name: _____ Your benefit reference number: _____

Address you are claiming Housing Benefit for: _____

Name of your landlord or agent: _____

Address of your landlord or agent: _____

If you have asked for direct payments to your landlord and later ask for this arrangement to be changed, you will need to give us reasons for your request.

I understand that I must tell you about any changes in my circumstances that may effect my Housing Benefit.

Your signature: _____ Date: ____/____/____

Your Landlord must fill in this section.

Send this form in when your Landlord has signed it.

As a Landlord (or agent for the Landlord) I agree to accept payments due to the tenant named above. I understand the following:

- I must tell you about any changes in the tenant's circumstances that I know about.
- I must tell you if the tenant moves out or changes rooms.
- I must repay any Housing Benefit that is overpaid to me which the tenant is not entitled to.
- I agree that you can claim back an overpayment from any future benefit you should pay to me for any of my tenants. This will not affect their rental liabilities.

Landlord signature: _____ Date: ____/____/____

We prefer to pay your tenant's benefit by a direct credit to your account (BACS). If you want us to pay it in this way, please give details below. If you want, you can confirm the details in a separate letter.

Name of your bank or building society: _____

Branch: _____

Account name: _____

Account number:

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 Sort Code:

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How do you want us to pay your tenant's benefit to you?

By BACS

By cheque

Return this form to:

East Devon District Council
Benefits Section
Council Offices
Knowle
Sidmouth
Devon
EX10 8HL