



Date stamp

Claim reference number (if known)

Application for payment of Local Housing Allowance to your landlord

What is this form for?

Normally payments of Housing Benefit assessed under Local Housing Allowance (LHA) rules would be paid direct to the tenant. In some cases, however, we can pay LHA to your landlord on your behalf, for example where you are likely to have difficulty in managing your financial affairs.

You may not need to answer all the questions on this form but please try and give as much information as possible and send us any proof or evidence requested. The information you give on this form will help us decide if it is appropriate to pay your landlord.

By completing and signing this form you are authorising the council to pay your LHA to your landlord where the council believes this appropriate.

Please read the council's LHA Safeguard Policy before completing this form. The council's Safeguard Policy is available at www.torbay.gov.uk/index/advicebenefits/benefits/localhousingallowance

or at any of the council's "Connections" offices.

Who should fill out this form?

Where possible you as the tenant should fill in this form but you can ask someone else to fill it in for you. This could be:

- family or friends of the tenant
- a carer
- the landlord or landlord's agent
- other sections within the council
- welfare groups, including money advisors, CAB, Age Concern
- social services staff
- probation officers
- Torbay Pound representatives

You must always sign the form. If you cannot sign the form you, or the person filling out the form for you, will need to tell us why in the declaration at the bottom of this form.

Where to get more information

If you want any help, advice or assistance in completing this form:

- telephone the council on 01803 207201
- visit the council's "Connections" offices or
- email the council on LHA@torbay.gov.uk.

What should be sent with this form?

We need to see written proof to support the information you give on this form. This can be from various sources depending on your circumstances:

- welfare groups
- care workers,
- social services,
- a doctor or medical qualified person,
- The Department for Work and Pensions (DWP),
- pension service,
- court staff
- probation or prison officers,
- family or friends,
- your landlord or landlord's agent.
- Devon Partnership Trust

This is not a complete list and we may also accept evidence from other sources.

About the tenant:

Surname or family name

Other names

Address

Postcode:

Phone number

About the landlord:

Landlord's name

Address

Postcode:

Phone number

**Name of the person filling in
this form**

Are you the tenant?

Yes **Please go to section 1 - "About your rent"**

No **Please tell us about yourself below:**

Name

Phone number

What is your relationship to the tenant?

About your rent:

1. Do you/your partner have difficulty paying your rent?

No

Yes

If yes, please give details

2. Do you/your partner have any rent arrears?

No Please go to section 4

Yes

If yes, how much are your arrears?

What period do they cover?

From

To

3. Has your landlord taken any action to recover the rent arrears?

No Please go to section 4

Yes

What action has the landlord taken about these arrears?

Court action

Notice of seeking possession

Notice to quit

A letter

Set up a payment plan

Other – please specify in the box below:

4. Have you/your partner had difficulty paying rent in the past?

No Please go to section 5

Yes If so, please tell us why you have had problems in the box below

Reason for paying Local Housing Allowance to the landlord

10. Please tell us if there is anything that makes it difficult for you/your partner to manage your rent and debts.

(Please tick the boxes that apply and give details. Please supply evidence to support your claim, continuing on a separate sheet if necessary.)

- A - Physical disabilities** Details:
- B - Medical conditions** Details:
- C - Mental health problems** Details:
- D - Addictions** Details:
- E - Learning disabilities** Details:
- F - Language/literacy problems** Details:
- G - Fleeing domestic violence** Details:
- H - On remand in prison** Details:
- J - Recently released from prison** Details:
- K - Other** Details:

11. How long do you think payments will need to be made to your landlord?

3 months

6 months

12 months

Longer than 12 months **If so, please tell us how long and why:**

Even if we decide to initially pay the landlord direct it may be with help and advice the tenant could take on the responsibility of paying their own rent. Please see section 9.

12. Please use this space to tell us anything else you think we might need to know. You can continue on a separate sheet of paper if you need to.

Declaration – to be signed by the tenant/partner

Please read the declaration below and sign and date it. If you have a partner they should also sign below. We use the term partner meaning:

- ❖ A person to whom you are married or a person you live with as if you are married to them, or
- ❖ A civil partner or a person you live with as if you are civil partners.

- I declare that the information I have given on this form is correct and complete as far as I know and believe.
- I agree that my Local Housing Allowance can be paid directly to my landlord.
- I will contact the Housing Benefit department should I feel able to receive my benefit directly.
- I have read and understood the declaration.

Your signature

Date

Your partner's signature

Date

Declaration of the person filling in the form on behalf of the tenant

- I declare the information I have given on this form is correct and complete as far as I know and believe.
- I declare that, as far as possible, I have confirmed with the tenant that the information I have written on this form is correct.
- I believe it to be in the best interest of the tenant to pay the Local Housing Allowance, directly to the landlord.
- I have read and understood the declaration.

Signature

Date

Name in full

If you have completed the form on behalf of the tenant and they have not signed this form please explain in the box below.

How Torbay Council collects and uses information

We will use the information you give in this form, and in any supporting evidence you send, to process your claim and help Torbay council's benefit section decide whether it is appropriate to pay your Housing benefit directly to your landlord. In the event of an appeal against the council's decision it may be necessary to disclose information the council holds to your landlord or landlord's agent.

We may pass the information to other agencies or organisations, such as the Department for Work and Pensions and the HM Revenue and Customs, as allowed by the law.

We may check information you have provided, or information about you that someone else has provided, with other information we hold. We may also receive information about you from certain third parties, or give information to them to:

- make sure the information is accurate
- prevent or detect crime, and
- protect public funds

These third parties include government departments, other departments within the council and other local authorities.

We may also use this information to put you in touch with other services that may be able to help you, particularly money advice and help with managing a budget. We will only do this with your consent.

If you would like an appointment to see a representative from Torbay Pound the information and supporting evidence on this form will be disclosed to Torbay Pound. If you do not wish this to happen please let the council know when you are notified of the appointment.

Torbay Council is the Data Controller for the purposes of the UK Data Protection Act, 1998. This means that the council has an obligation to collect, hold and use your personal data in accordance with the requirements of this Act, and other applicable legislation, and in particular is required to disclose your personal data only in accordance with the law. If you want further information about Data Protection, including further details of the purposes for which your personal data is processed, please contact the council's Information Governance Team at The Town Hall, Castle Circus, Torquay.'

For office use

Decision

Review Date

Officer's Name

Date

