



**Revenues Unit**  
St David House  
South Bridge Street  
Bathgate  
West Lothian  
EH48 1TT

Claim reference number (if known)

## Request For Payment Of Local Housing Allowance Direct To Landlord / Agent

### What is this form for?

Normally we will pay Local Housing Allowance (LHA) to you. However, in some cases we can pay LHA to your landlord / agent on your behalf e.g.

- where you have rent arrears of 8 weeks or more
- where we decide that you are unlikely to pay your rent
- where you are likely to have difficulty in managing your financial affairs
- where you think it will help you to secure or retain your tenancy

Please complete this form and try to give as much information as you can, you may not need to answer all the questions. The information you give on this form will help us to decide if it is appropriate to pay your landlord / agent direct. **By filling in and signing this form you authorise us to do so.**

### Who should fill in this form?

Where possible you, the tenant, should fill in the form but you can ask someone to fill it in for you e.g:

- family or friends
- your main carer
- a support worker
- an advice centre or welfare agency
- a person who works for another service within the Council.

You must always sign the form. If you cannot sign the form you need to tell us why in the **Declaration**.

### What should be sent with this form?

We need to see written proof to support the information you give us. This can be from various sources depending on your circumstances e.g.

- welfare groups
- care workers
- Social Services
- the Department for Work and Pensions (DWP)
- your General Practitioner (GP) or a hospital
- courts or Probation Officers
- your family or friends
- your landlord or their letting agent.

Please note this list is not complete and we may also accept evidence from other sources. **Please send us any proof we have asked for to support your request.**

**We may refer you to our Advice Shop service for further assistance**

## About you (the tenant)

Surname or family name

First name / other names

Date of birth

Nino

Address

Phone number

Mobile phone number

E Mail Address

## About your landlord / agent

Landlord / Agent's name

Your landlords phone number

## Reason for paying Local Housing Allowance to your landlord / landlord's agent

I have 8 weeks or more rent arrears

please complete section A

It is unlikely that I will pay rent to my landlord

please complete section B

I have difficulty managing my money

please complete section A

It will help me to secure or retain the tenancy

please complete section B

**About rent arrears**

Amount of rent charged £  every

Total amount of outstanding arrears £  from  to

Do not include amounts charged and due for repairs, maintenance, rent deposit etc

**About your ability to pay rent, manage your money or where you believe it will help to secure or retain the tenancy**

Please use the box below to tell us why you think we should pay LHA direct to your landlord

If you have any evidence in support of the reason(s) provided please return this with the completed form

**About the person who is completing this form**

Name of the person filling in this form

Are you the tenant?    Yes     No

If not, what is your relationship to the tenant?

If we need to contact you for further information, what is your address / phone number

Phone Number:

## Declaration

Please read the declaration below and sign and date it. If you have a partner they should also sign below.

We use *partner* to mean:

a person you are married to 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 LHA be paid directly to my landlord / agent, up to the amount of my contractual rent.
- **I agree** that any excess LHA can be paid to my landlord if I have 8 weeks or more rent arrears
- **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** that the information I have given on this form is correct and complete as far as I know and believe.
- **I believe** it to be in the best interest of the tenant to pay the LHA, up to the amount of the contractual rent, directly to the landlord / agent.
- **I have read and understood the declaration.**

Name in full

Signature

Date

## Further Information

If you need help to complete this form or want to know more about when we can pay the landlord / agent direct you can

- look on our website
- email us at: [benefits@westlothian.gov.uk](mailto:benefits@westlothian.gov.uk)
- call us on our dedicated phone number 01506 776800
- visit us at any of our council information offices