

Claim Reference Number		National Insurance Number	
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Nottingham City Council
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Nottingham
NG1 9YZ

Application for Direct Payments of LHA to your Landlord

What is this form for?

Nottingham City Council has to make all payments of Local Housing Allowance (LHA) direct to you, but we can make payments direct to your landlord where you have difficulty managing your affairs.

The information you provide in this form will help us decide whether it is appropriate to pay LHA direct to your landlord. You may not need to complete all the questions, as some of these may not be relevant to you, but you should try to give as much information and evidence as possible to enable us to make an informed decision.

The Financial Assessment form should only be completed if you would like assistance with money advice issues.

Who should complete this form?

This form should be completed by you, the tenant, but it can also be completed on your behalf by:

- Family or friends
- Main carer
- An advice or welfare agency
- The landlord or letting agent
- Another service within the Council

Either yourself or your representative must always sign the form, and be fully aware that it may lead to your Local Housing Allowance being paid direct to your landlord.

What should be sent with this form?

Written evidence needs to be provided to support the information given in this form. This can be from various sources depending on your individual circumstances, for example:

- Family and/or friends
- Landlord
- General Practitioner (GP)
- Probation Officer
- Social Worker
- Main Carer
- Welfare Groups
- Department for Works & Pensions

Please note, this list is not exhaustive.

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Tenants Name:			
Tenants Address:			
Tenants Contact number:		Tenants Email address:	
Name of person completing the form if not tenant:			
Contact address and telephone number, if the above is not the tenant			
Please tell us your relationship to the tenant and the reason for completing the form on their behalf			
1	Tell us about any learning disabilities that may cause you problems in paying your rent		
2	Tell us about any physical disabilities or medical conditions that may cause you problems in paying our rent		
3	Tell us about any mental health problems that may hinder your ability to pay your rent		
4	Are you affected by addiction? E.g. alcoholism, substance misuse, gambling		
5	Have you encountered difficulties in managing your affairs because you need assistance with understanding English?		
6	Please tell us about any recent changes that mean you need additional support, or if you anticipate any in the near future?		

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------------------------	--	---------------------------	--

7	A	Do you have rent arrears	Yes		No	
	B	How much are your rent arrears				
	C	The period they cover				
	D	Are they the result of you not paying the difference between your Housing Benefit and your rent Liability	Yes		No	
	E	Has your landlord taken any action to recover the rent? (Please circle an action taken and send us any proof you have)				
		Court Action / Notice Seeking Possession / Notice to Quit / A Letter / A Payment Plan				
		Other (please specify)				
		Have you tried to re-negotiate with your landlord about reducing your rent?	Yes		No	
8		Have you had any previous problems in maintaining rent payments and if so please explain why?				
9		Do you have multiple debts and need assistance to resolve them?				
10		Do you currently receive any ongoing support from an agency that can help you organise rent payments?				
11		Can anyone else support you in managing your financial affairs or do you need help with this?				
12		Are you having deductions made from your income to repay debts?				
13		How long might you need payments to be made to the landlord?				
		26 Weeks		52 Weeks		
		If you require payments to be sent for a longer or shorter period of time, please specify and tell us why?				

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14	<p>Tenant's Declaration</p> <ul style="list-style-type: none"> • The Information given is true and correct • I agree for my LHA to be paid direct to my landlord • I will contact the Council should I feel I am able to receive my benefits directly <p>Please sign and date the form (if you have a partner, they should also sign here)</p> <p>You: <input type="text"/></p> <p>Your Partner: <input type="text"/></p> <p>Date: <input type="text"/></p>
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15	<p>Person completing the form, if not tenant</p> <ul style="list-style-type: none"> • The Information given is true and correct • I believe it to be in the best interest of the tenant to pay LHA direct to their landlord <p>I have read and understood the declaration. Please sign and date the form</p> <p>Name: <input type="text"/></p> <p>Signature: <input type="text"/></p> <p>Date: <input type="text"/></p>
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Please use this space for any additional information indicating the question you are referring to.