

CLAIM REFERENCE:**APPLICATION FOR DIRECT PAYMENT TO LANDLORD, LANDLORDS AGENT,
REGISTERED SOCIAL LANDLORD OR HOUSING ASSOCIATION**

PLEASE COMPLETE ALL SECTIONS IN CAPITAL LETTERS USING INK
(FAILURE TO DO THIS MAY RESULT IN A DELAY IN PAYMENT)

PART A – TENANT DECLARATION

This section should be completed by the tenant

TENANT DECLARATION

Mr/Mrs/Miss/Ms..... First Name..... Surname.....

Address

..... Post Code.....

Telephone No (Home) (Work)

I request L.B. Camden to make payment of my Housing Benefit entitlement to my Landlord or their Agent (as detailed below) and authorise the Council to make any enquiries they consider necessary in connection with this application. I understand that my landlord/landlord's agent will be given information concerning the payment of Housing Benefit; overpayments; and their recovery. I wish Housing Benefit payments to be made directly to my Landlord (detailed below) for the above address, or any other address I may rent from the same landlord in the future. If I wish to stop direct payment to my Landlord I will inform the benefits service immediately.

I confirm that I will tell the Benefits Service immediately of any changes in my circumstances that may affect my Housing Benefit.

Signed..... Date.....

(You should ensure that Housing Benefit payments made direct to your Landlord are recorded in your rent book or a receipt obtained.)

PART B – LANDLORD OR LANDLORD AGENT DETAILS

This section should be completed by the person who will be responsible for receiving payments of Housing Benefit. Please complete Section 1,2 or 3 as appropriate.

The person completing this form

I am the landlord

If you are the landlord: You must enter your title, surname, first name, home address, postcode and telephone number in section 1 below. The surname and first name should match both the landlord name recorded on the tenancy agreement and the name of the holder of the account into which you want benefit to be paid. **We cannot pay into joint bank accounts unless both holders complete and sign this form. The address should match the details on the tenancy agreement and the correspondence address of the bank account. You need to inform us if you move address**

Section 1 LANDLORD DETAILS

Landlord Ref..... (if known)

Mr/Mrs/Miss/Ms..... First Name..... Surname.....

Address

..... Post Code

Telephone No (Business) (Home)

E-mail Address.....

NOW GO TO PART C

I am an agent acting on behalf of the landlord

If you are the landlord's agent: You need to enter your title, surname and first name in Section 2 below; the Agent/Company name (if appropriate); the commercial/business address of the company (this will be your home address if you are not representing a company); and your position within the company. You will also need to enter the landlord's details. **The name and commercial address of the company should match the account holder and address of the bank account you wish benefit to be paid into.**

Section 2 AGENTS DETAILS

Agent Ref..... (if known)

Mr/Mrs/Miss/Ms..... First Name..... Surname.....

Company Name.....

Business Address.....
..... Post Code.....

Telephone No (Business) Fax Number.....

E mail address.....

Position within the company / Business title:.....

Landlord's First Name... Surname.....

Address
..... Post Code

Telephone No (Business) (Home)

E mail Address.....

NOW GO TO PART C

I am signing on behalf of a Registered Social Landlord/Housing Association

If you are signing on behalf of a Registered Social Landlord/Housing Association: You need to enter your title and name in section 3 of this form; as well as your job title and the details of the RSL/HA (name and head office address)

Section 3 REGISTERED SOCIAL LANDLORD/HOUSING ASSOCIATION DETAILS

RSL/ HA payment Ref.....(if known)

Mr/Mrs/Miss/Ms..... First Name..... Surname.....

Job title.....

RSL/HA Name.....

Finance Office Address.....
..... Post Code.....

Telephone No Fax Number

E mail address.....

IF YOU ARE A REGISTERED SOCIAL LANDLORD YOU DO NOT HAVE TO COMPLETE PART C OR D

PART C - BANK ACCOUNT DETAILS

YOU MUST ENCLOSE ORIGINAL DOCUMENTARY PROOF OF THE ACCOUNT YOU WANT BENEFIT TO BE PAID INTO this can be **either** a recent statement for this account showing the name, address, sort code and account number **or** a letter from the bank confirming these details. (We do not need to see financial information such as account transactions or balances). **We will not accept cancelled cheques.**

The name and address on the bank account MUST match the details of the landlord/agent recorded in Part B If you have any queries please contact the Payments and Recoveries section on 020 7974 5991

Name of bank.....

Branch address.....

Name account is in.

Your account number..... Bank sorting code

Roll Number (if appropriate)

PART D - DECLARATION

Declaration

I am the *Landlord/Agent/signatory on behalf of a Registered Social Landlord of the above dwelling (Part A).
 *(Please delete as appropriate)

I confirm occupation by the above tenant at a rent of £..... per week/month and agree to receive their Housing Benefit from L.B. Camden.

I undertake to notify the Benefits Service immediately of any change in circumstances that might affect entitlement to or payment of Housing Benefit (e.g. changes in rent/accommodation, persons moving in or out, change of ownership, appointment of receiver/liquidator, change of bank details and changes in my return address).

I confirm that I will repay any recoverable amount of Housing Benefit that I have received, to which the tenant is not entitled.

I agree to receive direct payment of Housing Benefit for the above tenant for any property that I am legally entitled to let. I will provide documentary evidence of this legal entitlement if required

I understand that if I make false statements or false representation for the purpose of obtaining Housing Benefit I will be liable to prosecution.

Name: **Signed:** **Date:**

Name: (Joint Account Holder) **Signed**..... **Date:**

Housing Benefit is paid four weekly in arrears. Tenants who have been continuously in receipt of Housing Benefit since October 1996 are paid fortnightly in advance.

Please take a copy for your records and return the original to: Camden Benefits Service
 Box 784,
 Redhill
 RH1 9JA