



## DIRECT PAYMENT OF HOUSING BENEFIT LANDLORD UNDERTAKING

**Please complete and sign this form only if you want to receive direct payment of your tenant's Housing Benefit**

Name

Address   
  
  
Postcode

Telephone number 

Code	Number
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Name of Tenant

Tenant's Address   
  
Postcode

### Tenant's Declaration

I confirm payment of Housing Benefit is to be made direct to the above landlord

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

### Details of nominated bank or building society account

Name of bank   
Address of branch   
Sort code   
Account number   
Roll number   
Account name

### PLEASE READ THE EXPLANATORY NOTES ON PAGE 2 AND SIGN THE DECLARATION

I am the owner or agent of the property the tenant is living in. I have read and understood the declaration on page 2.

I/we understand that if I/we give information that is incorrect or incomplete or fail to report any changes which might affect my/our benefit I/we may be prosecuted.

Landlord's or Agent's Signature ..... Date .....

## **Guidance to landlords receiving direct payment of Housing Benefit**

### **Notification**

You will receive full notification of your tenant's Housing Benefit award. This will include the weekly amount, period of the award and date of first and subsequent payments.

### **Revised notifications**

Should your tenant's circumstances change and affect the award, you will be notified. This will include cancellation of entitlement. Where there has been an overpayment of Housing Benefit you will be notified of the overpaid amount, the period of overpayment, the reason for overpayment and details from whom (if anyone) the recovery will be made.

Note: It is normally the Council's policy to recover an overpayment from a landlord where the claimant vacates the property or there is a change of circumstances which the landlord could have been aware of and, therefore, could reasonably have been expected to know an overpayment was being made.

### **Payment**

Payment will be made direct to your nominated bank or building society account four weeks in arrears.

### **Payment schedules**

Where a landlord receives payment for more than one tenant, a schedule of the individual payment details will be sent with the payment.

### **Amendment to payment arrangement**

If a tenant decides to revert payment back to themselves, the Council will notify the landlord before doing so.

### **Appeal rights**

A landlord can appeal against a decision to recover an overpayment from him. However, there is no right of appeal against the amount, period or reason for an overpayment.

### **DECLARATION**

I agree to accept Housing Benefit for the tenant named above. I understand that:

- I must tell you if the tenant moves out
- I must tell you if the rent changes; and
- I must tell you if the tenant has a change of circumstances affecting their entitlement to benefit, such as a change in income/number of occupiers etc
- I agree to pay back any Housing Benefit which I receive which the tenant is not entitled to. I understand that I must repay you even if the tenant has moved out, or is behind with the rent
- I understand I must repay the Housing Benefit within a reasonable time, or you may stop paying Housing Benefit directly to me for other tenants. I understand that you can also take legal action against me to recover the money
- I understand that any overpayment of benefit will be recovered from my tenant's continued benefit, or if there is no further entitlement for this tenant, recovery may be made from payments due for other tenants of mine

**PLEASE SIGN THE LANDLORD/AGENT DECLARATION ON PAGE 1**

**This document can be made available in large print, Braille, tape format  
or in other languages upon request**