

Finance Department  
Civic Centre  
Station Road  
Addlestone  
KT15 1QA

Benefits direct line 01932 425388

### REQUEST FOR PAYMENT DIRECT TO LANDLORD

Until further notice from me, please pay my Housing Benefit/Local Housing Allowance entitlement directly to my landlord.

Name

Address

Signature

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#### Landlord Section

- I agree to my tenant's request that their Housing Benefit should be paid directly to me.
  
- My tenant is 8 weeks or more in arrears with their rent. Please make all future payments directly to me. I have attached proof of the rent arrears.

If your tenant disputes the arrears we will write to you.

We will pay our tenant's Housing Benefit/Local Housing Allowance entitlement into your bank or building society account. Please fill in your account details below and then read and sign the declaration where shown.

**Please turn over**

Name of bank or building society	
Account Name	
Account Number	
Sort code	
Building society roll number	

**Declaration**

I agree to accept Housing Benefit/Local housing Allowance payments on behalf of the above tenant. I understand that I must tell the Council about any changes in circumstances that I may reasonably be aware of and that I may have to repay any overpaid Housing Benefit to which my tenant was not entitled.

Your signature

Date