West Lothian Council

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

Claim reference number (if known)

Landlord Request For Direct Payment Of Local Housing Allowance

Under the Local Housing Allowance (LHA) scheme, we will usually pay benefit direct to your tenant. Your tenant must then pay their rent to you. If your tenant is 8 weeks or more in arrears with their rent, the law allows us to pay LHA directly to you as their landlord / agent, unless it is in the overriding interests of the claimant or his family not to do so, or where we consider that the landlord / agent is not "a fit and proper person" to receive payments direct.

If your tenant does not have 8 weeks or more rent arrears but you think it is unlikely that your tenant will pay their rent or that they are having difficulty managing their affairs then the law gives us the discretion to pay LHA directly to you.

From April 2011 the law has been amended to give us the discretion to pay LHA directly to you where it is to assist your tenant in securing or retaining accommodation.

Please fill in this form and return it to us, together with the proof we ask for. We will send you our decision as soon as we can. Please note that if you cannot send the proof we ask for, it may delay our decision. This may mean that payments will continue to be made to your tenant.

About your tenant

Name

Address

Contact number

About you (the landlord / agent)

Landlord / Agent's name

Business phone number

E Mail Address

(We may need to contact you for further information, if you give us your phone number and/or email address it could save time when making our decision)

Please tick the box that applies:

The tenant has 8 weeks or more rent arrears	☐	please complete section A
It is unlikely that my tenant will pay their rent	☐	please complete section B
My tenant is having difficulty managing their affairs	☐	please complete section A
It will assist my tenant 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

Please provide proof of the tenant's rent arrears. Ideally this should be a rent statement / account that shows the rent that is due, and any rent that has not been paid during the last 12 months or since the tenancy started.

About your tenants ability to pay their rent, manage their affairs or where you believe it will assist your tenant to secure or retain the tenancy

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

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

Declaration

- 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 you may check any information I have given or proof sent with this form

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

- visit us at any of our council information offices
- look on our website
- email us at: **benefits@westlothian.gov.uk**