



Wrexham County Borough Council

DIRECT PAYMENT TO LANDLORD

PART A - TENANT TO COMPLETE

Tenant's Name

Address

.....

.....

Landlord's Name

Address

.....

.....

I request that Wrexham County Borough Council pays my Housing Benefit direct to my landlord with effect from / /

I understand that I am still obliged to notify the Council immediately of any change of circumstances which may affect my benefit. These changes include:

- change of address;
- other people moving in;
- people in the household moving out;
- change in income (earned income, pensions, state benefits etc.);
- significant change in capital (savings, shares etc.);
- change in the rent or services provided by the landlord;
- any change in the status of non-dependant or family members which may affect the applicable amount.

Signed:

Date / /

Wrexham County Borough Council

DIRECT PAYMENT TO LANDLORD

PART B - LANDLORD TO COMPLETE

PREAMBLE

Rent allowances must be paid direct to the landlord where the tenant has eight weeks or more rent arrears or where some of the tenant's income support is paid directly to the landlord in respect of arrears. This agreement is a voluntary arrangement at the tenant's request or consent but, nevertheless, is primarily for the benefit of the landlord.

Although it is the primary responsibility of the claimant (tenant) to notify the Council of any change of circumstances which may affect benefit, the landlord also has a role. The landlord must notify the Council immediately if the tenant vacates the property (including moving to another property owned by that landlord) or charges rooms within the property (bedsits, houses in multiple occupation etc.). The landlord must also notify the Council immediately if he has any reason to believe that there may be a change of circumstances or that the tenant may no longer occupy the accommodation exclusively. For example, if the landlord would normally expect to see the tenant in the accommodation on a regular basis and has not done so for two weeks, it may mean that the tenant is working or is not living there exclusively. Similarly, the landlord must notify the Council immediately if he has any reason to believe that individuals other than the tenant have moved into or out of the accommodation.

DECLARATION

The landlord and tenant details shown in **Part A** overleaf are correct. I wish to receive Housing Benefit direct from the Council.

I agree to be bound by the conditions detailed below and accept that failure to comply with the terms and conditions may result in criminal prosecution.

- (i) To refund upon request to Wrexham County Borough Council, any Housing Benefit which has been paid to the Landlord on behalf of the tenant, to which the tenant is or was not entitled.
- (ii) To notify Wrexham County Borough Council in writing immediately when the tenant vacates his/her accommodation or changes room or other individuals leave or join the tenant's household.
- (iii) To notify Wrexham County Borough Council immediately if the landlord has any reason to believe there may be a change of circumstances of the types outlined in the preamble above or any others which may affect the tenant's entitlement to Housing Benefit.

Signed:

Date / /
.....

NB
PAYMENT WILL BE MADE DIRECT TO YOUR BANK ACCOUNT.
PLEASE COMPLETE THE BACS PAYMENTS FORM