



# Payment to Landlord Request Form

(For completion by the landlord or someone helping the tenant)

Your name:.....

Your address:.....

.....

Your relationship to the tenant, e.g. landlord, relative, friend, social worker, care worker, etc.....

Tenant's name:.....

Tenant's address:.....

.....

Claim ref (if known):.....

**Please tick the box or boxes that apply and provide the evidence required.**

Reason direct payment is a problem	Evidence required
<input type="checkbox"/> The tenant has learning disabilities which make it difficult for them to manage their finances.	Written evidence from Social Worker, Support Worker, GP, etc.
<input type="checkbox"/> The tenant has a medical condition or mental health problem which makes it difficult for them to manage their finances.	Written evidence from Social Worker, Support Worker, GP, etc.
<input type="checkbox"/> The tenant has serious difficulties with reading and writing.	Written evidence from Support Organisations.
<input type="checkbox"/> The tenant does not speak English.	Written evidence from Support Organisations.
<input type="checkbox"/> The tenant is dealing with addiction to drugs, alcohol or gambling.	Written evidence from Support Organisations, GP, Social Services, Care Workers, Hospital, etc.
<input type="checkbox"/> The tenant has recently been released from Prison.	Written evidence from the Prison or the Probation Service.
<input type="checkbox"/> The tenant has severe debt problems.	Court Orders, CCJs, evidence from Help Groups, Solicitors, creditors, debt advisers, etc.

<input type="checkbox"/>	The tenant is an undischarged bankrupt.	Copy of Court Order.
<input type="checkbox"/>	The tenant is unable to open a bank account.	Letters from banks or money advisers.
<input type="checkbox"/>	The tenant has a history of homelessness.	Evidence from Support Organisations, Homeless Charity, etc.
<input type="checkbox"/>	The tenant has a history of non-payment of rent.	Rent records and letters proving attempts to collect monies or evidence from a previous landlord.
<input type="checkbox"/>	The tenant is more than 8 weeks in arrears with their rent.	Rent records and letters proving attempts to collect monies.
<input type="checkbox"/>	None of the circumstances above apply, but direct payments will cause problems because: <hr/> <hr/> <hr/> <hr/>	

**Contact telephone number**

**Declaration**

**I declare** that the information I have given in this form is correct and **I authorise** you to make enquiries to check any of the information or evidence I have provided.

**I understand** that you may need to contact the tenant and that you will need to tell them about the information I have given you.

**Signature**

**Date**