

Revenues and Benefits

Civic Centre
 The Water Gardens
 Harlow, Essex, CM20 1WG
 Telephone: 01279 446633
 E-mail: hdc.benefits@harlow.gov.uk

For Official Use Only	
Claim N°:	Date Received:

Paying benefit to your landlord

Your Name			
Your Address			
		Postcode	

If you want us to pay your benefit straight to your landlord you must sign this declaration.

Please pay my Housing Benefit straight to my landlord. I understand that:

- ❖ I must always tell you about any changes in my circumstances;
- ❖ If I do not tell you about any change of circumstances and you pay me too much benefit because of this, I will have to pay back the extra benefit; and
- ❖ I may be prosecuted if I do not tell you about any change of circumstances.

Your signature		Date	/ /
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Now ask your landlord to sign this agreement.

Landlord's Name			
Landlord's Address			
		Postcode	

I agree to accept Housing Benefit payments for the tenant named in this form.

I understand that by law:

- ❖ I must tell you straight away if I find out about any change in the tenant's circumstances or if the tenant's rent changes.
- ❖ You can stop paying benefit to me if I do not tell you about any change of circumstances.
- ❖ I can be prosecuted if I accept Housing Benefit which I know I am not entitled to; and
- ❖ If you pay me too much Housing Benefit for my tenant, I must repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

I have read and understood the information on this page.

Landlord's signature		Date	/ /
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Sharing information with your landlord.

Sometimes sharing information with your landlord helps us to deal with your claim quickly and reduces the risk of you falling behind with your rent because of your claim being delayed. Such information could include whether you are working or unemployed, whether your claim has all the relevant documentation with it or what further information we have requested.

There may be other information about your claim that we need to check with your landlord such as the date your tenancy started, before we can make a decision on your claim. If this is the case, we have to ask your landlord even if you have not given us your permission to discuss your claim with them.

If you do not give us permission to discuss your claim with your landlord, it will not affect your claim. And if you give us your permission but then change your mind, we will follow your wishes. Just contact us and let us know.

If you want you give permission to discuss your claim with your landlord, please sign below.

I give Harlow Council permission to share my information about the progress of my Housing Benefit claim with my landlord or their representative.

Your signature		Date	/ /
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