



Application for Direct Payments of  
**Housing Benefit to the Landlord**  
where the tenant is in arrears with the rent.

To be completed by the landlord or landlord's agent where the tenant has built up rent arrears.

1 Claim reference (if known)

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2 Tenant's name

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3 Tenant's address

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4 Landlord's name

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5 Landlord's address

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6 Amount of rent charged and the frequency (e.g. calendar monthly, weekly)

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7 Amount of arrears to date. Evidence will need to be provided to support this statement  
(e.g. rent book showing the arrears, letters sent to the tenant)

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8 Period the arrears cover

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9 Action taken by the landlord to recover the arrears to date.  
Evidence will need to be provided to support this statement (e.g. letter written, visit to tenant).

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## 10 Reason given by tenant for the arrears

How will you ask the tenant to pay the arrears to you? (e.g. weekly at £5)

If we agree to make payments directly to you then these will be made directly into your bank account. If you do not currently receive Housing Benefit payments from us then we will need your bank account details and evidence that this is your account, such as a paying in book or letter from the bank.

Sort code

Account Number

Name on the account

Signed:

Date:

**Please return this form, together with documentary proof to support the information provided, to:**

**Burnley Council  
Revenues and Benefits  
Parker Lane  
Burnley BB11 2DS**



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