

Housing Benefit Direct Payment Agreement

Please read the following notes before completing this form

Housing Benefit is normally paid four weeks in arrears.

Where the landlord is a housing association or other registered social landlord the tenant is able to choose if Housing Benefit can be paid to the landlord or not.

However, if the tenancy is with a private landlord or letting agent, Housing Benefit will normally be paid direct to the tenant under the Local Housing Allowance rules.

Housing Benefit will only be paid to a private landlord or letting agent where certain conditions are satisfied. For more information about these conditions please contact us or go to our [Benefits Information for Landlords page](#).

Landlords who receive payments of Housing Benefit for tenants have a duty to tell the Benefit Section if they find out anything that may change the tenant's entitlement. For example, the tenant moves out or someone moves in with the tenant. If you are not sure about a change, tell us anyway.

If a tenant does not wish Housing Benefit to be paid to the landlord, but has rent arrears of 8 weeks or more, Housing Benefit can be paid to the landlord. Details of the rent arrears will need to be provided to us in writing. Such payments can be made under Regulation 95 of the Housing Benefit Regulations 2006 without the tenant's agreement.

Please return this form to:

Benefit Section, Huntingdonshire District Council, Pathfinder House, St Mary's Street
Huntingdon PE29 3TN

For further information about this form or about benefit matters please contact us on [01480 388308](tel:01480388308) or benefit@huntingdonshire.gov.uk

This form must be completed and signed by the tenant and Landlord.

Agreement to Accept Housing Benefit Payments

As the landlord, I agree to accept Housing Benefit payment on behalf of my tenant named below.

I agree to tell the Benefit Section of any changes to this tenant's circumstances that may affect their benefit entitlement.

I agree to repay on demand to the Council any overpayment of Housing Benefit paid to me, for which I am not entitled under Housing Benefit Regulations 2006 - Regulation 101. I understand that failure to repay such monies may result in the Council taking further action against me.

Landlord name:

Landlord address:

Give details for payment of Housing benefit direct to your bank/building society account

Name and address of bank/building society:

Name of account holder:

Sort code:

Account number:

Roll number (building society accounts only):

Signature:

Date:

Contact telephone number:

Tenant Agreement

I agree for Huntingdonshire District Council to pay my Housing Benefit payments to my landlord

Tenant name:

Tenant address:

Tenant's signature:

Date:

Privacy Notice – HDC – Benefit Claim

All personal information that you provide us is managed in accordance with our Privacy Policy. Please visit the [Privacy Notice for Revenues and Benefits](#) where you can find out information about how we handle your information and your rights of access.