

Attention landlords

**Did you know that you can receive direct payments
of housing benefit in three easy steps?**

Step one...

Check with your tenant that they are receiving housing benefit.

Step two...

Agree with them that they are in arrears equivalent to eight weeks rent.

Step three...

Complete the form on the back and send it to the benefit section. As long as we have all the information we need, we guarantee to change the payee within five working days of receipt.



To find out more about Housing and Local Council Tax Reduction call or visit our website

Cannock Chase Council 01543 464292
www.cannockchasedc.gov.uk
email benefits@cannockchasedc.gov.uk

Stafford Borough Council 01785 619478
www.staffordbc.gov.uk
benefits@staffordbc.gov.uk

Tenant's name:

Tenant's address:

Benefit claim number (if known)

Amount of rent charged:

£

Every

Date that the rent is due:

Amount of arrears:

£

Landlord's declaration

I hereby confirm that I am the landlord of the above mentioned property and that the tenant named above is in arrears equivalent to a minimum of 8 weeks rent.

In accordance with legislation I request that all future payments of housing benefit are made directly to me.

I understand that should my tenant leave the property I must report this in writing immediately to the Benefit Section.

Signature

Date

Print name

Claimant's declaration

I hereby confirm that I am the above named tenant and currently resident at the above mentioned property.

I accept that I am in arrears equivalent to a minimum of 8 weeks rent and have no objection to all future payments of benefit being paid directly to my landlord. I further understand that if my circumstances change I must report this in writing immediately to the Benefit Section.

Signature

Date

Print name