[Your address]

[Your telephone number]

[Your email address]

[Date]

[Address of the Council’s housing benefit department]

By [first class post / hand / email to: [*insert email address*]

Dear Sir/Madam

**Re: Request for direct payments of housing benefit to the landlord**

**Housing Benefit Regulations 2006, SI No. 213, Regs 95 and 96**

I write to ask that you pay my housing benefit directly to my landlord [landlord’s name] of [landlord’s address].

I am currently in rent arrears of £[amount]. [*If you have an up to date rent statement, include the following sentence:*] I enclose a statement of my rent account.

I would be grateful if you could consider paying my housing benefit directly to my landlord because:

[*Insert whichever of the following bullet points are relevant in your situation and delete those that are not relevant*]

* direct payments will help me retain my tenancy (Regulation 96(3)(b)(iv)) because:
  + [*Give details of your situation that show you need direct payments to help you keep your tenancy e.g.* My landlord is likely to end my tenancy if my housing benefit is not paid directly to him.]
* it is improbable I will pay my rent (Regulation 96(3)(b)(ii)) because:
  + [*Give details of your situation that show you’re unlikely to pay your rent if your housing benefit is not paid directly to your landlord, e.g.* I find it very difficult to budget and ensure that my housing benefit money is used to pay my rent];
  + [I have previously failed to pay the housing benefit I’ve received to my landlord];
  + [etc.].
* I am likely to have difficulty in relation to the management of my financial affairs (Regulation 96(3A)(b)(i)), because:
  + [*Give details of your situation that show you’re having difficulty managing your financial affairs* *e.g.* What I pay out every week for essentials is more than what I get in benefits];
  + [etc].

I am anxious to demonstrate to my landlord that I am taking appropriate steps to address my rent arrears. I am aware that, whatever your decision, you must notify the landlord (as a ‘person affected’ by the decision) in writing of the decision (Regulations 2 and 90(1), Housing Benefit and Council Tax Benefit (Decisions and Appeals) Regulations 2001 SI No 1002, Regulation 3(1)(e)).

Thank you for your help in this matter.

Yours faithfully

[Your name]

Enc: Rent account statement

Copy: [Name of landlord]