



LHA - 8 weeks in arrears pro-forma

Under the LHA scheme, benefit payments are normally made to the tenant.

It will be the tenant's responsibility to make payment of their rent to their landlord. If a tenant is 8 weeks or more in arrears with their rent, Regulation 95 of the Housing Benefit Regulations 2006 allows for payment of LHA to be made direct to the landlord. Please complete this form and return it to us, together with the evidence we need. We will send you our decision as soon as possible. Please note that if you cannot provide evidence, there may be a delay before a decision is made.

Tenant Details

Name	
Address	
Telephone No.	Claim Ref No: (If known)

Landlord Details

Name
Address
Telephone No.

Rent Arrears

(A) Amount of rent charged £	Week / 4 Weekly / Calendar Month (Please indicate)
(B) Total amount of arrears £	From To

You will need to provide evidence that the tenant is in rent arrears. This should be a rent account statement, which shows the rent that is due and the rent that has been paid during the last 12 months, or since the tenancy started. The evidence you provide **must** prove the total amount of rent arrears outstanding.

Other types of evidence can be provided as detailed below, however we must see original documents not copies.

(Please tick all the boxes that apply to tell us what evidence you are sending with this form).

Rent Account Statement	<input type="checkbox"/>	Bank Statements (confirming transactions for rent payments)	<input type="checkbox"/>
Rent Book	<input type="checkbox"/>	Eviction Notice (due to rent arrears)	<input type="checkbox"/>
Rent Receipts (details of amounts & dates paid)	<input type="checkbox"/>	Court Documents (confirming rent arrears)	<input type="checkbox"/>

Please use this space to tell us any other information you would like us to consider. Please continue on a separate sheet of paper if you need more space.

I declare that the information given in this form is correct and **I authorise** you to make enquiries to check any of the information or evidence I have provided.

Signature:	Date:
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Please return to: Authorities Contact details

**Housing Benefit Section
Gedling Borough Council
Arnot Hill Park
Arnold
Nottingham NG5 6LU**

For office use only:	
Amount (£) at (B) divided by = Amount (£) at (A) (No of weeks in arrears)	
Date of decision:	Decision maker:
Payment to Landlord: Yes / No	Date Review Decision: