

# Direct payment of rent allowance form

Your landlord should fill in this form if you have asked for the payments to go direct to him or her



We will make payments direct to you as the landlord as long as you tell us about any changes in your tenant's circumstances. By accepting these payments, you agree to pay back any overpayment you receive for the tenant named below.

Changes could include the following:

- ❖ If they or their partner stop or start getting Income Support or any other state benefit
- ❖ If the amount of their state benefit changes
- ❖ If their or their partner's wages go up or down (including overtime)
- ❖ If the number of people living with them changes
- ❖ If any of their children leave school, or if they have another child
- ❖ If they move or their rent changes
- ❖ If their or their partner's savings change
- ❖ The income of one of the people living with them goes up or down

## Please fill in this section in BLOCK CAPITALS

Tenant's name

Landlord's name

Tenant's address

Landlord's address

How would you like your payments to be made? (Please tick)

Crossed cheque

Bank credit

## If you need a bank credit, please fill in the details below

Name of bank

Name of account holder

Address of bank

Branch sort code

Account number

## Declaration:

I confirm that I am the landlord of the tenant above. I agree to tell you in writing about any changes in the tenant's circumstances. I agree to pay back any overpayment of Housing Benefit I receive for the tenant named above.

Signature:

Date: / /

**Once fully completed, please return this form with all supporting evidence to:**

Income & Awards  
P.O. Box 8118  
Solihull  
West Midlands  
B91 9WZ

**Or you can visit a Solihull Connect Walk In Centre.  
Information about opening times and location can be found at  
[www.solihull.gov.uk](http://www.solihull.gov.uk)**

**Should you have any queries or would like help to complete this form  
please phone:**

**0121 704 8200**