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|-----------------|---------------------------|
| Date: | |
| Our Reference: | 500 |
| Contact Number: | 01395 571770 |
| Email: | benefits@eastdevon.gov.uk |



Knowle
Sidmouth
EX10 8HL
Tel: 01395 517446
www.eastdevon.gov.uk

Request to pay your Housing Benefit direct to your landlord.

In some cases we can pay your Housing Benefit direct to your landlord.

- If your landlord is East Devon District Council this will be done automatically and we cannot pay you directly.
- If your landlord is a Housing Association you can choose who to make the payment to.
- If your landlord is a private landlord we can only pay direct to your landlord in certain circumstances.

Please complete this form if you want us to consider paying your landlord.

- If your landlord is a Housing Association you do not need to ask them to complete section B of this form.
- If your landlord is a private landlord you must get them to complete section B.

Please return this form to East Devon District Council, Benefits Team, Council Offices, Knowle, Sidmouth EX10 8HL

Section 1: About you

| | |
|-------------------|--|
| Full name: | |
| Telephone number: | |
| Full Address: | |
| | |

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|-------------------------------|--|
| Name of landlord or agent: | |
| Address of landlord or agent: | |
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| The reason(s) I would like my Housing Benefit paid directly to my landlord/agent is/are: |
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Section 2: Your declaration

I understand that I must tell the Benefits Team about any changes in my circumstances that may affect my entitlement to Housing Benefit and Council Tax Support within 1 month.

Your Signature: _____ Date: ___/___/___

Section 3: To be completed by your landlord or agent.

As a landlord (or agent for the landlord) I agree to accept payments due to the tenant names above.

I understand the following:

- I must tell the Benefits Team about any changes in my tenant’s circumstances that I know about.
- I must tell you if my tenant moves out or changes rooms.
- I must repay any Housing Benefit that is overpaid to me which the tenant is not entitled to.
- I agree that you can claim back an overpayment from any future Housing Benefit that you pay to me for any of my tenants. This will not affect their rental liabilities.

| | | | |
|------------------------------|--|-------|--|
| Full Name: | | | |
| Landlord or agent signature: | | Date: | |

Please give your bank account details below for any payments to be made by BACS directly into this account.

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|--------------------------------|--|--|--|
| Name of bank/building society: | | | |
| Branch name: | | | |
| Account name: | | | |

Account name:

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Sort code:

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