

This form is for Housing Association tenants only



Leeds Benefits Service
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LCC.Benefits@leeds.gov.uk

Direct Payment Agreement—Housing Association tenants only

Before we can pay Housing Benefit direct to your Housing Association, you and your Housing association must agree this in writing.

If you are printing this form, please try to print it double sided. If you are not sure how to do this or your printer will not let you do it, then write the tenants name, address and claim number on each sheet of paper.

The tenant—please read the following notes and then sign the agreement at the bottom

Please give your name, address and claim number below:

Tenant's name: _____

Tenant's address: _____

Tenants Claim number: _____

Please pay my benefit direct to my Housing Association. I understand the following:

- I must always tell The Council about changes in my circumstances that may affect my benefit
- If I do not tell The Council about changes and I am paid too much benefit as a result, I will have to pay back the extra benefit, even if The Council pay my Housing Benefit straight to my Housing Association.
- I may be prosecuted if I do not tell The Council about changes in my circumstances.
- I am responsible for paying my Housing Association any rent that is not covered by Housing Benefit.
- If The Council pay my Housing Benefit straight to my Housing Association, The Council may keep all, or part, of my benefit to claim back any overpayment The Council have made to my Housing Association. If the overpayment was related to another tenant's benefit, my Housing Association must accept the amount taken back as rent paid.

Tenant signature _____

Date _____

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The Housing Association—please read the following notes and then sign the agreement at the bottom

Please give your name and address below:

Housing Association name: _____

Housing Association address: _____

Tenants Claim number: _____

I agree to the following:

- I will accept direct payment of Housing Benefit for this tenant.
- I will tell The Council immediately if I find out about any changes in my tenant's circumstances.
- If I do not tell The Council about any changes in my tenant's circumstances, The Council may withdraw my right to receive direct payments.
- I will take all reasonable steps to make sure that I do not accept payments of Housing Benefit I am not entitled to.
- I may be prosecuted if I accept Housing Benefit payments which I know I am not entitled to.
- I must repay any recoverable overpayment that Leeds Benefits Service decides is recoverable from me under Housing Benefit regulation 101(1)(a) and (b) although I retain my right of appeal against this decision. The Council can take the overpayment from payments of Housing Benefit I am receiving for this tenant or any of my tenants. If The Council take the overpayment from this tenant's or any other tenant's Housing Benefit, I will accept that they have paid the amount The Council take.
- If I do not pay back overpayments of Housing Benefit that The Council ask me to, The Council may withdraw my right to receive direct payments.
- Any tenancy agreement is between me and the tenant. The Council are not responsible for any rent that Housing Benefit does not cover.

Landlord signature _____

Date _____

Please return the completed form to the address at the top of the letter as soon as possible.