

# The Highland Council - Exchequer Section

## Housing Benefit - Safeguard Referral Form

	Applicant's Name and Address	Tenant's Name and Address (if different from Applicant's)
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Ηοι	using Benefit Claim Number (as detailed on	HB Decision Notice):
		vho is not the tenant, please state your relationship to
	Application for Payment of	Housing Benefit Direct to Landlord
Bef	ore completion, please read the informatio	on provided on the reverse side of this form.
circ		ent of Housing Benefit directly to the landlord by nember to provide supporting evidence and provide vant.
1.	Tenant 4 full weeks in rent arrears	See Section <b>B</b> overleaf
2.	Tenant 8 full weeks in rent arrears	See Section <b>B</b> overleaf
3.	Tenant unable to open bank account	See Section C overleaf
4.	Tenant meets vulnerability criteria	See Section C overleaf
Ple	ase read this declaration carefully befo	ore you sign, date and return this form.
forn reve mak	n is correct and complete. I have read and erse side of this form. I authorise the Highla ke any necessary enquiries to verify the info	mation. I declare the information I have given on this understood the guidance notes provided on the and Council to check the information I have given and ormation on this form. I understand that I must to the Highland Council's Operations Team.
Арр	olicant's signature:	Date:

Operations Team, PO Box 5650, Inverness, IV3 5YX

Completed and signed forms, together with original supporting evidence, should be posted to:

#### About this form

#### Section A - Who should fill in this form?

This form should be filled in by any person who is acting in the best interests of the tenant. These include:

The Tenant	The Landlord/ Letting Agent	Family and Friends	The Main Carer
A Support Worker	Appointee	Citizens' Advice Bureaux	A Council Employee

Please note we must see original documents. We cannot accept copies.

#### **Section B - Rent Arrears**

If this form is being completed by or on behalf of a tenant, as an application for direct payment to their landlord on the basis that the tenant is in arrears with payment of their rent, please provide the following information:

- 1. Total amount of arrears together with the dates that arrears started/ended.
- 2. Proof of the tenant's arrears. Ideally this should be a rent statement that shows the rent that is due and the rent that has not been paid during the last 12 months or since the tenancy started. The proof you provide **must** cover the total amount of rent arrears outstanding. Other types of proof you can send us include rent account statement, bank statement confirming transactions for rent payments, rent book, rent receipts, eviction notices due to rent arrears and court documents due to rent arrears.
- 3. Action taken by the landlord to recover the rent arrears, eg payment plan, Notice to Quit, Court Action.
- 4. Whether the tenant has money deducted from their benefits to pay arrears eg Gas or Electricity.

### Section C - Vulnerability

If this form is being completed by or on behalf of a tenant, as an application for direct payment to their landlord on the basis that the tenant is considered vulnerable, please read the following.

#### What should be sent with this form to help demonstrate that the tenant is vulnerable?

We need to see written proof to support the information provided on this form. This can be from various sources depending on the tenant's circumstances and include those listed at the top of this form and:

Probation Officer	The Tenant's Doctor/ Hospital	The Department for Work and Pensions	The Courts/Solicitor
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#### Reason application being made to pay Housing Benefit direct to landlord

Please tell us which of the following make it difficult for the tenant to manage their financial affairs, including payment of their rent. You must provide written evidence to support this application.

Learning Difficulties	Medical Conditions	Mental Health Conditions	English is not the Tenant's first language
Debt Problems	Unable to open a bank account	Drug/Alcohol Dependency	Violence
Lifestyle Changes	Un-Discharged Bankrupt	Reading, Writing or Financial Illiteracy	Other

#### Section D - How we will use this information

The Highland Council will use the information you give on this form to pay Housing Benefit. We may pass the information to other Council Services and agencies or organisations such as the Department for Work and Pensions, Her Majesty's Revenue and Customs and external auditors, as allowed by law.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to do so. The Highland Council is the data controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you or the way we use that information, you can write to the Assistant Chief Executive, The Highland Council, Glenurquhart Road, Inverness, IV3 5NX.