

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)

Housing Benefit Claim Number (as detailed on HB Decision Notice):

If this form has been completed by someone who is not the tenant, please state your relationship to the tenant:

Application for Payment of Housing Benefit Direct to Landlord

Before completion, please read the information provided on the reverse side of this form.

Please state the reasons for requesting payment of Housing Benefit directly to the landlord by circling the appropriate number(s) below. Remember to provide supporting evidence and provide any other information that you consider is relevant.

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| 1. Tenant 4 full weeks in rent arrears | See Section B overleaf |
| 2. Tenant 8 full weeks in rent arrears | See Section B overleaf |
| 3. Tenant unable to open bank account | See Section C overleaf |
| 4. Tenant meets vulnerability criteria | See Section C overleaf |

Please read this declaration carefully before you sign, date and return this form.

Warning: It is an offence to give false information. I declare the information I have given on this form is correct and complete. I have read and understood the guidance notes provided on the reverse side of this form. I authorise the Highland Council to check the information I have given and make any necessary enquiries to verify the information on this form. I understand that I must immediately report changes in circumstances to the Highland Council's Operations Team.

Applicant's signature: Date:

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

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

For further information and advice please contact any Highland Council Service Point

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.