

PRIVATE TENANT – LANDLORD MANDATE

This form must be completed by the tenant – we will not accept forms completed by a third party.

There may be times when your landlord wants to check the progress of your Housing Benefit claim or details of what you are being paid. However, we are not able to disclose personal information about you to your landlord unless you give us permission.

Information that can be given to your landlord:

If you give permission we can tell your landlord the following kind of information about you and your benefit claim:

- Whether or not benefit is in payment
- The date benefit started or stopped
- The amount of Housing Benefit you are entitled to
- If we are awaiting further information from you, what that is
- How often we will pay your benefit and the date of next payment
- If benefit has stopped . why.

We will not give out personal details such as your date of birth or National Insurance number nor how much money you receive as income every week.

If you do not give us permission we can still give certain information to your landlord about your claim . but only if the benefit payments are sent direct to them. In these cases we will tell your landlord how much benefit is being paid and how often it will be paid.

If you are happy for your landlord to request and receive this type of information you should give your details below. If you complete this form then change your mind, please let us know as we can cancel this mandate at any time.

Your name			Landlord's name
Your address			Landlord's address

I give the Revenues and Benefits Service, East Ayrshire Council permission to share information about my Housing Benefit claim (as outlined above) with my Landlord or their agent. I understand that I can cancel this mandate at any time.

Your Signature	Date
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