

For Office Use Only	
Ben Ref No	
Date of Issue	
Date of Receipt	

LOCAL HOUSING ALLOWANCE

Landlord Application for Direct Payment - due to rent reduction

This form should be completed where payment direct is being requested because the rent charged for the property has been reduced to make it affordable for the tenant. This application should be completed by the Landlord/Agent for the property.

Please complete using black ink.

Tenant's name	
Tenant's Address	
Date tenancy commenced	

Please complete each question – we may not be able to consider your request if you do not provide full information.

What was the original rent for this property?	£	per
What is the new rent for this property?	£	per
Has the reduced rent been included in the lease signed by the tenant?	YES / NO	
If no, state why not		

Please state the reasons below why you have reduced the rental charge and please indicate how long the new charge is applicable for.

Please note that evidence of a previously higher rent is required. If you previously let this property to someone in receipt of housing benefit we will be able to check our records, if there was no housing benefit in payment; please provide a signed copy of the lease for your last tenant.

DECLARATION

Please read and sign below the following declaration.

- **I understand** that it is an offence to deliberately give false information.
- **I declare that** the information I have given on this form is correct and complete.

Your signature		Date	
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Please return this completed form to East Ayrshire Council, Revenues and Benefits Section, PO Box 13, Civic Centre, Kilmarnock KA1 1BY. You can contact us on 01563 554400.