**Please go to ‘File’ in top left corner of this screen and select Download As ‘Microsoft Word’. You can then edit this page.**

**Once you have don that please delete this text.**

**Please complete items in red and change I/we or me/us depending if it is an individual resident writing this or a couple.**

Date:

To:

????? Housing Benefit Department

***Insert Housing Benefit Address***

***Insert Housing Benefit Phone number***

Name of Applicant/s…………………………………………………………………

Address…………………………………………………………………………………

…………………………………………………………Post Code…………………….

Applicant’s Housing Benefit Reference No:……………………………………………………….

Applicant’s Housing Benefit Reference No:……………………………………………………….

## In respect of the above licence agreement application for Housing Benefit I/we confirm that

##

### ***Insert “name of Partner*** *Organisation****” address and phone number***

## have permission to discuss all aspects of my/our application with yourselves.

## This includes any information relating to my/our income and personal circumstances.

Yours sincerely,

Name (PRINT)………………………………..

Signed………………………………..

Date………………………………….

Name (PRINT)………………………………..

Signed……………………………….

Date………………………………….