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

**Please complete items in red and change I/we or me/us.**

Name: Name of Resident

Address: Resident address

Date:

Housing Benefit Office: Enter address

Dear Sir/Madam,

Re: Tenancy at:

I wish to confirm that I do not wish my Housing Benefit to be paid directly to me/us. I am involved with …………………… because of difficulties which have caused me/us to be homeless. Add details …… showing vulnerability ….. I/We wish to be able to sustain the tenancy and this will be only be possible if the responsibility of having to pay rent is removed.

Tenant to dictate their own statement.

Please pay the Housing Benefit direct to my/our Landlord name of landlord and bank details……….

I enclose some references/letters showing my vulnerability ….. this is very important to ensure rent gets paid direct to Landlord. Often this letter in itself is not enough. This is worth the time and trouble as you will always face difficulties or extra work if rent is paid to tenant – the most obvious being non payment.

Thank you.

Yours faithfully,

Name of Resident