



Local Housing – Claimant Authorisation

See overleaf for an explanation of the scheme

Claimant Details

Name

Home Address

Town/City Post Code

Email

Telephone/Mobile Number

Landlord/Letting Agency/Property Company Details

Landlord Name

Has the Landlord registered with the City of Plymouth Credit Union? Yes No

If **Yes**, please complete the authorisation below. This will allow us to begin collecting your Local Housing Allowance (LHA) from the local authorities and transfer it to your Landlord

Authorisation

I, (print your name here) hereby authorise City of

Plymouth Credit Union Limited to pay my Local Housing Allowance to my Landlord and agree and authorise that any Local Housing Allowance Benefits and arrangements can be discussed between local authorities, my Landlord and City of Plymouth Credit Union Limited.

If I no longer wish City of Plymouth Credit Union Limited to pay rent to my landlord, I agree to give City of Plymouth Credit Union Limited 30 days notice that I wish to end this agreement. I understand that City of Plymouth Credit Union Limited will inform my landlord of my decision.

Signature Date

If **No**, the agreement of the landlord will be needed before you can take part in the scheme. If you enter his details here, we will make contact, explain the details, and get back to you.

Landlord Name

Address

Town/City Post Code

Please note you must become a member of the City of Plymouth Credit Union and complete our joining procedures before payments can be processed.

City of Plymouth Credit Union Limited will not become involved in any dispute between landlords and tenants..

Local Housing Allowance: An Explanation for Tenants of Private Landlords

Staying out of rent arrears

City of Plymouth Credit Union can collect your Universal Credit which includes Local Housing Allowance on your behalf and pay your rent direct to your Landlord. This will mean that your Local Housing Allowance is only used for the purpose of paying your rent. The money cannot go astray, which could result in your having difficulty with your landlord.

To use this scheme, you have to become a member of City of Plymouth Credit Union and your Landlord has to agree to take part in the scheme.

An explanation of what the Credit Union does is included with this pack.

Once you have become a member, we can open an account for you. Your Universal Credit will be paid directly into your account by the Department of Work and Pensions (DWP), and City of Plymouth Credit Union will transfer the rent element straight on to your Landlord. The purpose of this is to prevent you falling into arrears.

Cost of this scheme

City of Plymouth Credit Union will not charge you for making any payments. The cost of the scheme is paid by your landlord.

Limitations of the scheme

City of Plymouth Credit Union will only transfer monies received to pay your rent. If there are not sufficient funds on your account to pay your rent, City of Plymouth Credit Union will not make up any shortfall.

Permission for City of Plymouth Credit Union to make payments for you

When you join the scheme, City of Plymouth Credit Union needs an authorisation from you to make any transfers to your Landlord. Please complete the form overleaf to allow us to do this.

Leaving the scheme

If you no longer wish City of Plymouth Credit Union to pay your rent to your Landlord, you must give us 30 days notice that you wish to end this arrangement. City of Plymouth Credit Union will tell your Landlord of your decision.