

Landlord request for a Managed Payment / Rent arrears deduction

This is a request for:
(tick only one option)

- Managed Payment of Housing Cost Element
- Arrears
- Both

Tenant Details

Tenant Name

Partner Name (if applicable)

Address

Tenant National Year of Birth

Partner National Year of Birth

Tenant's reference number

(BACS payment identifier)

If a tenant ref of more than 10 characters is used, then the transaction and payment schedule will only include the 1st 10 characters of the ref.

Rent payment frequency

Amount of rent payable (£)

Service charge (£) e.g. £1.49

Service charge (£)

Service charge (£)

Service charge (£)

Service charge (£)

Service charge (£)

Total payable (£)

Details e.g. Gardening

Details

Details

Details

Details

Details

Number of rent free weeks (zero if none)

Number of bedrooms

Joint Tenancy Yes No

Amount of arrears (£)

Landlord Details

Full Name, Address

Telephone Number

Reason for APA request:

Tier 1

Tier 2

(Tick all factors that apply)

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9
- 1.10

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10

For further guidance on APA tier factors please use the following link;
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/181400/personal-budgeting-support-guidance.pdf

Rent Arrears Details

Yes No

Do you want to apply for a Third Party Deduction to repay existing rent arrears?

If 'Yes' please provide your Department for Work and Pensions creditor reference number (if known)

Signature

Date

What is the purpose of this form?

This form is used for a landlord request a managed payment or a rent arrears deduction, or both.

What is a Managed Payment or a Rent Arrears Deduction?

When a tenant has accrued arrears to the value of two month's rent or more, we can make managed payments to you as their landlord. We can also take steps to recover any rent arrears through deductions from their Universal Credit payment

When a tenant has accrued arrears to the value of one month's rent due to repeated underpayment, we will look at personal budgeting support for them and consider making managed payments to you as their landlord, if appropriate.

What information must I provide?

To progress your request for the managed payments, it must be linked to the tenant's Universal Credit claim. In order to do this, you must provide the 'Year of Birth' of your tenant. Please do not provide any additional personal information relating to the tenant at this stage.

The following evidence must also be provided before a managed payment and deductions can be considered:

1. Proof of rent arrears. This must show the current balance on the rent account including the amount of rent outstanding and the amount of rent due on each payment period. A rent book, rent statement or letter from yourself addressed to the tenant on letter-headed paper, are all acceptable.
2. A full breakdown of exactly how the rent arrears have been calculated, e.g. the period over which the arrears have accrued.
3. A full breakdown of exactly how the rent amount is calculated (e.g. service charges, water rates, tv aerial fees, etc.)

What happens next?

Please email the completed form to the following address: universalcredithousing.aparequests@dwp.gsi.gov.uk. Once received, we will contact you by telephone to validate the details you have submitted. A decision will then be made regarding whether or not to implement a Managed Payment and/or Third Party deduction for arrears. We will advise you and your tenant of the decision in writing.

Alternatively you can post the completed form to:

FREEPOST RTEU-LGUJ-SZLG
Universal credit
Post Handling Site B
Wolverhampton
WV99 1AJ

Once we have received the completed form and evidence, a decision will be made whether to make a managed payment and deductions.

We will advise you and your tenant of the decision in writing.