Name:

Address:

|  |
| --- |
| PLEASE COMPLETE AND RETURN TO :  **customerservice@loreburn.org.uk** |

Date:

**DISCRETIONARY HOUSING PAYMENT APPLICATION**

Dear Sir/Madam,

I am writing to you to request that I be considered for a Discretionary Housing Payment.

I am struggling to afford the shortfall between my rent and my housing benefit/universal credit. This is due to the under-occupancy charge that I now have to pay as a result of my property having more bedrooms than my household requires. Below are some further details that you will require:-

**Details of my property**

|  |  |
| --- | --- |
| Weekly Rent Charge | £ |
| Weekly Service Charge | £ |
| **Total Weekly Rent Charge** | £ |
| Date I moved into property |  |
| Number of bedrooms in the property |  |

**Details of all other people living at this address**

|  |  |  |
| --- | --- | --- |
| **Name** | **Date of Birth** | **Relationship to me** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Who receives payment of my housing costs? Tick the box that applies**

|  |  |
| --- | --- |
| My housing benefit is paid directly to my landlord |  |
| My housing benefit is paid directly to me |  |
| My universal credit housing costs are paid directly to my landlord |  |
| My universal credit housing costs are paid directly to me. I will provide my bank details by phone on 030 33 33 3006 or by email to [housingandcounciltax@dumgal.gov.uk](mailto:housingandcounciltax@dumgal.gov.uk) for payment to be made. |  |
| I have requested that payment of my universal credit housing costs be paid directly to my landlord, and I am awaiting confirmation that this has been agreed. |  |
| My landlord has requested that my universal credit housing costs be paid directly to them and they are awaiting confirmation that this has been agreed. |  |

I hope you will look favourably on my application. If you require any further information then please do not hesitate to contact me.

Yours faithfully,

(tenant)