**Request for Housing Benefit Revision**

Letter from tenant to Council

Date XXXXXXXXXXXX

Anycouncil

Address

Post Code

Dear Sir/Madam,

**Housing Benefit Revision – Tenant’s name & address?**

I write to request a revision of the Decision Maker’s determination to impose a 14/25% sanction on my housing benefit entitlement from April 2013 (or later if appropriate) because I’m considered to be under-occupying the above mentioned dwelling.

The grounds for revision are based on **Regulation 4 of Schedule 3 the HB & CTB (Consequential Provision) Regulations 2006** which were designed to provide protection to **pre-1996 claimants**, their partners and any non-dependants, who following the death, separation, removal or imprisonment of the “previous beneficiary” assume liability in their absence for the rent relating to the above dwelling and have made a continuous claim for HB (excepting interruptions of less than 4 weeks) and within 4 weeks of inheriting the liability from the previous beneficiary.

Please note that my landlord XXXXXXX Housing Association is assisting me with this request for revision and have agreed to assist with any dispute or appeal which might arise from this request. I authorise you to enter into discussion and correspondence with my landlord who has appointed XXXXX to assist me. He/she can be contacted by e-mail XXXXXXXXXXXXXX or phone XXXXXXXXXXX.

I look forward to hearing from you.

Yours Faithfully,

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