

# Landlord request for a Managed Payment / Rent arrears deduction

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

- Managed Payment of Housing Cost Element
- Managed Payment of Housing Cost Element  
**(Temporary Accommodation- LA only)**
- Rent Arrears
- Both

**Tenant Details**

Tenant Name

Partner Name (if applicable)

Address

Tenant National Insurance Number  DoB  /  /

Partner National Insurance Number  DoB  /  /

Tenant's reference number (BACS payment identifier)

Rent payment frequency

Amount of rent payable (£)	<input type="text"/>	
Service charge (£)	e.g. £1.49	Details e.g. Gardening
Service charge (£)	<input type="text"/>	Details <input type="text"/>
Service charge (£)	<input type="text"/>	Details <input type="text"/>
Service charge (£)	<input type="text"/>	Details <input type="text"/>
Service charge (£)	<input type="text"/>	Details <input type="text"/>
Service charge (£)	<input type="text"/>	Details <input type="text"/>
<b>Total payable (£)</b>	<input type="text"/>	

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

Bank Account Number

Sort code

Account Name

Roll Number (if appropriate)

**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)

Additional information

Signature

Date

### **What is the purpose of this form?**

This form is used to 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 National Insurance number of your tenant. If the National Insurance number is not known, then please provide their date of birth.

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?**

If you have one of the following secure GSI related Email addresses, GSI, GCSX, GSX, CJX, CJSM or GSE, you can email the completed form to the following address: [Universalcredithousing.aparequests@dwp.gsi.gov.uk](mailto:Universalcredithousing.aparequests@dwp.gsi.gov.uk)

PLEASE NOTE: If a request for a managed payment / rent arrears deduction is submitted via an unsecure email route, it will not be processed.

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.