



## **Landlord declaration**

- I/We confirm that the bank/building society details provided above are correct
- I/We undertake to give advance notice to the Council, at the address shown on the front page of this document, if I/we wish to change these details
- I/We undertake to notify the Council in writing, under the terms of regulation 88 of The Housing Benefit Regulations 2006 and regulation 69 of The Housing Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006, of any change of circumstances that may effect the tenant's entitlement to Housing Benefit
- I/We understand that by law, I/we can be prosecuted if I/we accept Housing Benefit which I/we know I/we are not entitled to
- I/We also understand that by law, if you pay me/us too much Housing Benefit for any tenant, I/we may have to repay it. You can take the amount of overpaid benefit from the benefit I/we get for any other tenants.

### **Signature of Landlord(s)**

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### **Name(s) of person signing (block capitals):**

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### **Date:**

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**London Borough of Southwark**

**Business Names Act 1985 - Request For Information**

**APPLICATION FOR DIRECT PAYMENT OF HOUSING BENEFIT**

**Please complete Section A or section B so that your request for direct payment can be processed. Please ensure that this information is provided in addition to the bank details form attached.**

Complete Section A if you are a **sole trader or partnership**. Complete Section B if you are an **incorporated company** pursuant to the Companies Act 1985.

**Section A          Sole Trader or Partnership**

1. The full name and home address of proprietor or names and home addresses of all business partners:

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2. The full name of the business:

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3. The full address of the principal place of business:

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**Section B Limited Companies Only**

1. The **full company name** and **registration number**:

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2. The trading name(s) of the company:

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3. The registered office address of the company:

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4. The company's principal place of business:

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# HOW TO CONTACT US

If you need to send us information/documentation to support your claim please use the following methods:

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## POST

<p><b>Southwark Revenues &amp; Benefits Service</b> PO Box 68763, London, SE1P 4DJ</p>
<p>Send original documents <b>ONLY</b> We will post back all original documentation Please ensure all documents contain your <b>name, address and reference number</b></p>

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## DOCUMENTATION PROCESSING CENTRES:

<p><b>Peckham One Stop Shop</b> 122 Peckham Hill Street, London, SE15 5JR</p>	<p><b>Walworth One Stop Shop</b> 151 Walworth Road, London, SE17 1RY</p>
<p>Opening Hours: 9-5pm Monday-Friday <b>Bring this letter with you</b></p>	

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## ONLINE

<p><a href="http://www.southwark.gov.uk/benefits">www.southwark.gov.uk/benefits</a></p>
<p>There are a number of online services available through your Citizen Account:</p> <ul style="list-style-type: none"><li>Apply for Benefits</li><li>Notify the Council of any changes to your circumstances</li><li>View your Housing/Council Tax Benefits claims and payment schedules</li><li>View your Council Tax Account</li><li>Apply for Council Tax Exemptions</li></ul>

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## IMPORTANT INFORMATION

You have an obligation to let the Benefits Department know, in writing, about any change in your circumstances or any change in circumstances of any member of your household.

If you fail to tell us about any change then you may be prosecuted and have to pay benefit back.