**Date:**

**Council Account reference: 18803**

**Our Reference:** pay ref

**Enquiries to:** NHO/RSO email

The Manager (Direct Payments)

Third Party Deductions



 **London Borough of Camden**

 Supporting Communities

 Town Hall

 Judd Street

 London WC1H 9JE

 **020 7974 4444**

 [www.camden.gov.uk](http://www.camden.gov.uk)

BIRMINGHAMNORTH.ESATPD@DWP.GOV.UK

BIRMINGHAMNORTH.ISTPD@DWP.GSI.GOV.UK

handsworthbenefitcentre.jcpbirminghamnorthjsatpd@dwp.gov.uk

Dear DWP

Request for third party payment for amenity charges and rent arrears

Full Name of Tenant in arrears:

Address:

Claimant (if different from above):

Rent Account Reference:

National Insurance No:

The above is receiving Housing Benefit and is in arrears with rent. I am writing to ask for deductions from any income payable to the tenant or partner to clear the arrears and to cover water rates and fuel (if any), which are paid with the rent as shown below.

a) The current rebated weekly rent is **£ xxx** as at **date**,which is payable in advance.

b) Arrears have accrued over 4+ weeks as at **date**, amounting to: **£**

c) The current rent breakdown is: Rent £ xxx

 List other charges

 **Total £** xxx

Please note that I am considering taking legal action if this request is not agreed, which could involve the claimant in further costs and possible eviction.

Yours faithfully,

NHO/RSO name

Neighbourhood housing officer/ Rent service officer