

Local Housing Allowance Mandate (Private Rental Tenants Only)

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Please complete the following in **BLOCK CAPITALS**

Membership No:

Tenant Details:

Title:	Surname:	Forename(s):
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Address:

..... Post Code:.....

Tel:..... Mobile:.....

Landlord Details:

Title:	Surname:	Forename(s):
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Address:

..... Post Code:.....

Tel:..... Email:.....

I hereby authorise Newport Council Benefit Dept (NCBD) to pay my next Local Housing Allowance (LHA) payment into my Newport Credit Union Ltd (NCU) LHA account until further notice. I agree to give a minimum of two weeks notice if I intend to terminate this mandate.

Local Authority Benefit Reference Number:.....

I hereby authorise Newport Council Benefit Dept (NCBD) to pay my next Local Housing Allowance (LHA) payment into my Newport Credit Union Ltd (NCU) LHA account until further notice. I agree to give a minimum of two weeks notice if I intend to terminate this mandate.

Tenant Signature:

Date: / /

Landlord Authorisation

(Private landlords must have completed a Landlord Registration form prior to referring tenants)

I hereby authorise Newport Credit Union Ltd to forward any Local Housing Allowance for the tenant named above at the address shown. I understand that each Local Housing Allowance payment will have an administration fee deducted, currently £5, which is subject to change. (Newport Credit Union Ltd will give at least one months notice of any fee change and the opportunity to cancel the arrangement before a higher fee is charged).

Landlord Signature:

Date: / /

Name in Block Capitals:

Information Sharing Details:

The tenant is agreeing that Newport Credit Union Ltd can share information regarding this account between his/her Landlord and Newport Council Benefit Department in connection with:

- Local Housing Allowance claim or other state benefit or tax claim.
- Tenancy agreement or change of address.
- Keeping in touch after a claim has been processed or terminated, including sharing of current address.

This information could include:

- Identity or address verification.
- Personal details, such as phone number(s), National Insurance number etc.
- Other personal information I might disclose

For NCU Office Use Only

Received by NCU:

Date: / /

Received from Landlord:

Date: / /

Processed:.....

Date: / /