Local Housing Allowance mandate
(for private rental tenants only)

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Gateway Credit Union

Membership No:

Tenant details

Title:	Surname:	Forename(s):

Address:

Postcode:

Tel: Mobile:

Landlord details

Title:	Surname:	Forename(s):

Address:

Postcode:

Tel: Email:

I hereby authorise the Shared Benefit Service (SBS) to pay my next Local Housing Allowance (LHA) payment into my Gateway Credit Union Ltd (GCU) 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 Gateway Credit Union Ltd to forward my Local Housing Allowance directly to my Landlord as soon as it has been received. I also authorise GCU to communicate with the SBS and my Landlord for the purposes of administering this Local Housing Allowance account only. (full details see overleaf)

Tenant Signature: Date   /   /

Landlord authorisation

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

I hereby authorise Gateway 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. (Gateway 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 Gateway Credit Union Ltd can share information regarding this account between his/her Landlord and the Shared Benefit Service 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 GCU office use only

Received by GCU _____   Date   /   /

Received from Landlord : _____   Date   /   /

Processed: _____   Date   /   /