

Landlord request for a managed payment/rent arrears deduction



What is the purpose of this form?

Important Information

This form is used for a landlord to request a managed payment or rent arrears deduction, or both. This form is for landlords who have a secure email address only. If you have one of the following secure email addresses, GCSX, GSX, CJX, CJSM, GSE, GOV.UK or GOV.SCOT, you can email the completed form to the following address ucfull.service@dwp.gov.uk

Alternatively you can post the completed form to **FREEPOST DWP UNIVERSAL CREDIT FULL SERVICE.**

This is a request for:
(select as appropriate)

- managed payment to landlord (including temporary accommodation)
- third party deductions

Tenant details

Tenant name

Partner name (if applicable)

Address

Tenant's National Insurance number

Date of birth

Partner's National Insurance number

Date of birth

Tenant's reference number

This is your tenant reference number. Please ensure this is correct as this is the reference which will appear on your payment schedule with your payment to enable you to allocate to your tenant's account. For further information visit **GOV.UK** webpage [Universal Credit and rented housing](#)

Rent payment frequency

Is this a joint tenancy?

- Yes No

Number of rent free weeks
(zero if none)

Amount of net rent payable (£)
(excluding service charges)

Please state the number of bedrooms

Please provide details of outstanding rent arrears below

Total rent arrears outstanding £

Amount of rent arrears

Date rent due for example 01/12/16	Amount due for example £200	Amount of rent paid for example £100	Outstanding rent for example £100
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If applicable, please give a breakdown of all eligible service charges payable

Service charge type	Frequency	Amount
e.g. gardening	e.g. weekly	e.g. £1.49
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text"/>

Total service charge payable

Landlord details

Landlord's full name

Address

Landlord's email address

Phone number

We may need to contact you to complete your request. Please tell us which phone number you would like us to use.

Bank account number

Sort code

Account name

Roll number (if applicable)

Your creditor reference number

It is important that you provide your Department for Work and Pensions creditor reference number (if you have one). This can be found on your last payment schedule preceded by five zeros. If you don't provide this number it can result in significant delays of payment to you.

If you do not have a creditor reference number, please tick this box.

Use this to tell us why you have requested a managed payment if not due to rent arrears

For advice on Tier 1/2 APA factors see annex A of 'Personal budgeting support and alternative payment arrangements guide'

Confirm you have taken the following action

- I have used the correct version of the UC47 form from **GOV.UK**
- I have read the '[Universal Credit Personal Budgeting Support and Alternative Payment Arrangements guidance](#)'
- I have provided details of rent arrears in section above

Please refer to the Important Information above regarding your email address before sending this form in by email.

By submitting this request, you agree:

- the information provided in my request form is correct and complete
- you'll report changes to your tenant(s) circumstances which might be relevant to their housing promptly by emailing ucfull.service@dwp.gov.uk. This includes any information which you know, or should know by making reasonable enquiries, and must be correct and complete
- providing false or incorrect information can lead to a prosecution or other action including stopping payments and recovering any overpayments

Signature

Date

Additional information

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 Payment 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 to 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.

Important Information

Always check you are using the correct version of the managed payment to landlord request form UC47 by visiting GOV.UK webpage [Universal Credit: Landlord request for a managed payment or rent arrears deduction](#)

What happens next?

Please email the completed form to the following address:
ucfull.service@dwp.gov.uk