

## Sharing Information Statement



Name:	
Address:	
Postcode:	Claim Reference:

Sharing information with your landlord or representative could help us deal with your claims quicker and reduce the risk of you falling behind with your rent and/ or Council Tax. It will not affect your claim if you do not wish to give us permission to disclose details of your claim to your landlord. You can also withdraw your permission at any time.

If you give us permission, we would be able to tell your landlord or representative:

- If you have claimed Housing Benefit and/ or Council Tax Reduction
- If we have made a decision on your claim and what the decision is
- If we need more information to make a decision on your claim
- When a payment was made, the period the payment was for and the amount of the payment
- If your claim has ended or has been suspended

We would also write to your landlord to advise that your claim has been completed and the date payment will be sent. **We will not give your landlord or representative any information about your financial or personal circumstances.**

If you do not give us permission we will only share information with your landlord if your benefit is paid directly to them. We will tell them the amount of benefit to be paid, the period that it covers and the date it is due to be sent.

We would not be able to give information to a representative who may be acting on your behalf if you do not give us permission.

To give us permission to discuss your claim with your landlord or representative, please sign below and return the form to FREEPOST CARDIFF COUNCIL HOUSING BENEFIT, PO Box 6000, Cardiff, CF11 0WZ or in person to your local Hub.

**I give the City of Cardiff Council Benefit Section permission to share information about the progress of my Housing Benefit claim with my landlord or a representative acting on my behalf.**

Landlords name:	Representative's name:
Address:	Organisation:
	Address:
Tel:	Tel:

**Your Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*This form is available in Welsh / Mae'r ffurflen hon ar gael yn Gymraeg.*

