

Folkestone & Hythe Housing Factsheet 5

Discretionary Housing Payment (DHP)

If you are in receipt of Housing Benefit or about to apply for Housing Benefit and you do not have enough savings to pay the deposit and/or rent-in-advance, then you may be able to get support through the Discretionary Housing Payment Fund.

If you find a private rented property, ask the landlord/agent for a letter confirming the following:-

- The landlord/agents name, address & contact details
- Confirmation of the name of the person they are offering the property to
- The address of the property
- How much the rent is
- How much the deposit is
- Whether rent in advance is required
- When the tenancy can start
- Are there any fees, if so how much is for an Administration Fees and how much is for Referencing

While the landlord/agent is preparing the offer letter you must complete the online forms.

- 1. For customers already in receipt of Housing Benefit from Folkestone & Hythe District Council:** you will need to complete a Discretionary Housing Payment application form online by going to the following web address <https://www.folkestone-hythe.gov.uk/article/340/Apply-for-a-Discretionary-Housing-Payment-DHP-> or you can come to the Civic Centre and use one of the available computers to apply. If you are not confident using a computer, we have staff available who will be able to help you do this.
- 2. For customers not in receipt of Housing Benefit from Folkestone & Hythe District Council:** you can apply for DHP for a deposit and/or rent-in-advance as long as you are about to claim Housing Benefit to help you pay the rent for the property you are about to move into; and the property is in the Folkestone & Hythe District. In these circumstances you will need to complete a New Housing Benefit application form online by going to the following web address <https://www.folkestone-hythe.gov.uk/housing-benefit/how-it-works/how-to-claim> . This form will

ask for a tenancy start date but as you will not know at this stage when the tenancy is going to start please enter TBC (To Be Confirmed). Once you have done this you will need to complete a Discretionary Housing Payment application form online by going to the following web address <https://www.folkestone-hythe.gov.uk/article/340/Apply-for-a-Discretionary-Housing-Payment-DHP-> . You can come to the Civic Centre and use one of the available computers to apply. If you are not confident using a computer, we have staff available who will be able to help you do this.

At the end of the form it will state what evidence you need to provide and this will include the offer letter from the landlord. You can then bring this in to the Civic Centre and it will be scanned onto your application. Please make sure you can provide identification if necessary, recent bank statements, wage slips etc to show that you are eligible for assistance.

The Housing Benefit team will then assess your application and let you know within 48 hours whether your application has been successful or not. If you are successful the Housing Benefit Team will liaise with the landlord to pay your deposit and/or rent-in-advance direct to them.

Please note: that there is no automatic right to a DHP payment and you will need to show that you are in real need.