|ten1title:F| |ten1inits| |ten1sname:F|

|ten2title:F| |ten2inits| |ten2sname:F|

|tenletteradd1|

|tenletteradd2|

|tenletteradd3|

|tenletteradd4|

|tenletteradd5|

DWP Office

Date: |letterdate:D”%D %B %Y”|

Dear Sir / Madam

## RE: Request to be treated as liable for the rent

NI No:

I have made a claim for Universal Credit/am currently in receipt of Universal Credit and would like to request that you include in the award a housing costs element in respect of the whole of the rent being charged for the property I live in – the full eligible rent is: week/month.

I have a joint tenancy for the above property and as such I am both jointly and severally liable for the rent.

The joint tenant left the property on xx/xx/xxxx and has not since that date contributed anything towards the rent and it would be unreasonable to expect them to do so because:

I have since xx/xx/xxxx been liable for the whole rent. This means that if I fail to pay the whole rent my landlord can take action against me to evict me/my family from the property.

Please find enclosed a letter from my landlord confirming that I am liable for the whole of the rent under the terms of my tenancy agreement.

Either:
My landlord is in the process of arranging for my tenancy to change to a sole tenancy but while awaiting this I need to have 100% of the eligible rent included in the calculation of my UC award to avoid arrears
Or:
My landlord is unable / unwilling to grant me a sole tenancy because:

* We have been unable to trace the absent joint tenant / the absent joint tenant is refusing to relinquish the tenancy and the landlord cannot create a sole tenancy without the joint tenancy ending.
* The landlord is unwilling to grant me a sole tenancy due to rent arrears on the account.
* The landlord cannot grant me a sole tenancy as this would mean I have effectively started a fresh tenancy which is under occupied, and this is against the landlord’s policy.
* The landlord’s policy is not to grant sole tenancies when a joint tenant has left.

I would therefore be grateful if you could increase the housing costs element included in my award from xx/xx/xxxx ie the date the joint tenant left.

Please note that I believe a decision to refuse to accept I have 100% rental liability would be unreasonable and irrational in these circumstances, to the extent that it would constitute maladministration and infringe my fundamental rights.

If required: If I am a little late making this request then please accept that there were special circumstances why I did not request this in time - these are:

Please could you take these factors into account and find that it is reasonable to allow a late notification in this instance in line with Universal Credit (Decisions and Appeals) Regulation 6 and action the increase in my Universal Credit entitlement from the monthly assessment period in which it occurred.

Thank you for your consideration in this matter.

Yours faithfully