

Glasgow City Council
Financial Services
Revenues & Benefits Division




Govan Council Tax & Benefit Service
780 Govan Road
Glasgow
G51 2YL
0141 287 5050



26 July 2013

DEAR 

HOUSING BENEFIT DECISION

Your Benefit Reference Number: 

Due to a review of your bedroom requirement your Housing Benefit has changed.

***** Housing Benefit Details:- *****

From:	To:	Weekly Housing Benefit:
01 Apr 2013	28 Apr 2013	£51.32
(This award has been subject to Under Occupancy Reduction of £8.35)		
28 Apr 2013		£51.32
(This award has been subject to Under Occupancy Reduction of £8.35)		

If you also applied for Council Tax Reduction, you will receive the decision in a separate letter, along with any revised Council Tax Bill.

Payments will continue to be made to your landlord on a four weekly basis.

As a result of this you have not been paid enough Housing Benefit, totalling £120.44.

Housing Benefit is awarded to help you pay your rent. You may still have some rent to pay. Please contact your landlord if you require confirmation of your rent charge.

Please Note:-

This change is a result of the enclosed decision(s).

Please tell us if any of the details are wrong.

You must tell us straight away if your circumstances change as this may change your benefit, and may affect the amount of rent that you have to pay.

If you require further information regarding the decision(s) please contact the office at the above address.

Care, Learning and Wellbeing
Executive Director: Harry Garland
Head of Community Care and Housing: Kenneth Leinster



Tel: 0300 123 0900
Fax: 01292-287890 Email: ayrnorthhousing@south-ayrshire.gov.uk
Our Ref: 19011/0092291901103
Date: 28th October, 2013
If phoning or calling, please ask for: Agnes Lamont

Ayr Housing Office
21 River Terrace
Ayr KA8 0AU

URGENT : NOTICE OF PROCEEDINGS FOR RECOVERY OF POSSESSION

Given the seriousness of your rent arrears, I am serving you with a Notice of Proceedings for Recovery of Possession, as the balance on your rent account is now £256.02, as at 16th October, 2013.

I am required by law to serve this notice on you before starting legal action at Ayr Sheriff Court. The attached Notice warns you that South Ayrshire Council can take legal action to re-possess your house at any time during a 6 month period, starting from the date on the Notice. Please note that all the people in your household over the age of 16 will also receive a copy of this notice.

It is still possible to avoid legal action if you make a re-payment arrangement. Failure to contact your Housing Officer or clear your arrears will result in the Council taking court action against you. This will result in additional legal costs to you of approximately £400 and your credit rating may also be affected.

If you have children in your household we may also inform Children Services.

Any housing debts will stop you from applying to purchase your council house. You should also be aware that if South Ayrshire Council obtains a Decree at Court this will result in the loss of your home and the debt being passed to the Sheriff Officer for collection.

Please ensure that you read the attached guidance notes.

Yours sincerely

A black rectangular redaction box covering the signature of Tony McGuigan.

Tony McGuigan
Team Leader Housing

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NOP