

Application form - Access to the Landlord Portal

Please read the terms and conditions for using the landlord portal that are detailed below. Then complete the form with all the requested information, once completed please email your form to hbliaison@wandsworth.gov.uk.

Terms and Conditions

- You are only able to see details of claims for which you are receiving direct payments for.
- You will not be able to alter any information on the screen.
- Your username is unique to you. Please do not change your username once it has been allocated.
- Do not advise anyone of your login details. Please keep them safe and secure at all times.
- When entering information on the notepad please note that your tenant can request to see the information kept on file.
- Only advise of relevant change of circumstance that may affect your tenants entitlement.
- If you leave your organisation please advise the Benefits Service immediately.
- If a claimant is no longer your tenant please refrain from accessing their details.
- Please do not share your login details with other members of your organisation.
- If you do not remember your password or user name please contact the council to reset it.
- If you are having problems accessing the information please contact the council via email on hbliaison@wandsworth.gov.uk.
- Only use the information on screen in relation to your tenant's claims and not to pass onto a third party unless you have sought permission from your tenant.

Title:	Forename:	Surname:
Organisation Name:		
Address:		
Position in Organisation:		
Landlord Reference: (Payment Reference)		
Contact Phone Number (Business):		
E-Mail Address:		
Signature:		
Date:	Print Name:	