



EAST RIDING

OF YORKSHIRE COUNCIL

County Hall Beverley East Riding of Yorkshire HU17 9BA Telephone 01482 394799
www.eastriding.gov.uk benefit.assessments@eastriding.gov.uk

Your Ref
Our Ref 4B/
Enquiries to Benefit Section
Direct Line 01482 394799
Fax No 01482 394661
E-mail benefit.assessments@eastriding.gov.uk
Date

Landlord Portal

I am pleased to announce that the East Riding of Yorkshire Council Landlord Portal is now live and ready for you to access.

By signing up to the landlord portal you will be able to:

- Check **your payments**; this will give you a breakdown of the payments you have received for each of your tenants in receipt of housing benefit.
- You can **review individual cases**, where payment is made to you, allowing you to view claim details such as the next payment dates.
- If you need to **report a change** in one of your tenant's circumstance, you can report it on here. Notifying us of a change using the Landlord Portal will help us reduce overpayments and will mean that we may not look at recovering any overpayment from this change from you but may ask the tenant to repay any debt.

In order to get set up on the Portal, complete the form overleaf and return the office via email to benefit.assessments@eastriding.gov.uk adding Landlord Portal to the subject line with your scanned copy or post to the address above.

It is important that you understand that the information you view and save is personal data and is covered by the Data Protection Act 1998. You must take steps to ensure that your use of this data is within the Act. Any suspected abuse of this data will result in suspension from the Landlord Portal, pending an investigation.

Yours Faithfully

Lisa Martindale

Lisa Martindale
Benefits Operational Manager



East Riding of Yorkshire Council - Landlord Portal

Agreement Form for Access

Name of landlord: _____

Landlord reference number: _____

Contact name responsible for access: _____

Contact email address: _____

Telephone number _____

**** You must complete all of this section in order to get access**

Landlord Portal – Terms and Conditions for Usage

By signing this form it is understood that East Riding of Yorkshire Council is allowing you, the landlord, access to details of our claimant information, as prescribed by law, via the 'Landlord Portal'. In doing so you should not disclose your username, passwords etc. to any unauthorised person.

You must understand that you are being given access to data held by East Riding of Yorkshire Council, on the agreement that you, the landlord, are in receipt of housing benefit for our claimant. If you are no longer their landlord you must notify this office at once.

You agree to take steps to protect the security of the data that you have access to and any information you obtain via this portal must not be disclosed to a third party.

You agree when accessing and/using the information you gain you comply with the Data Protection Act 1998 and all other legal obligations.

You will not deliberately introduce viruses, or any other malware into the Council's computer system.

You must notify our office of any changes at once.

I accept that East Riding of Yorkshire Council has the right to revoke this access at any time should they deem it necessary.

Signed: _____

Name: _____

Address: _____

Date: _____

Office Stamp