# Landlord Portal Registration Information

We have improved our Landlord Portal to give landlords or their employees’ easier access and more information about their tenants Housing Benefit payments.

Access will be via Newham’s Website and users will be able to

* Search for a tenant using name, address, postcode or claim reference
* Access details of the current weekly Housing Benefit entitlement
* Access to eNotifications in relation to changes made to a tenants Housing Benefit claim
* Access details of any historic payments made to you
* Export all payment records into a spreadsheet. You may save the spreadsheet to your own PC or network. It could then be uploaded to your rent accounting system

**User names** – We will e-mail a user name and initial password using the address you give on the application form. If your organisation has more than one landlord reference, we can now allow you to view multiple references via a single username.

**Security -** On first log on you will be required to set your own password. It is your responsibility to safeguard the privacy of the log on credentials. In line with the provisions of the Data Protection Act the information available via the portal must only be used for the purpose of managing a tenant’s rent account. It must not be disclosed to a third party.

**How to Use the Portal** – Once we receive your application form we will provide details of how to access and navigate the portal.

To use the Landlord Portal, you **must** complete and return the application form on the next page.

**Please email your completed registration form to:** CS-CTaxBensSystemsSupport@newham.gov.uk

**Newham Benefits Service**

# NEWHAM COUNCIL TAX & BENEFITS

# Landlord Portal Application Form

Name of landlord: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord reference number: \_\_\_\_\_\_\_\_\_\_

Contact name responsible for access: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Landlord Portal – Terms and Conditions for Usage

By signing this form it is understood that LB Newham 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 LB Newham, 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 must notify our office of any changes at once.

I accept that LB Newham as the right to revoke this access at any time should they deem it necessary.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_