**HS5: TENANT’s REQUEST THAT HB BE PAID DURING CB-JSA ‘SANCTION’**

Housing Benefit Office

Date:

Dear Sir / Madam

**Re: JSA Sanction period**

**Tenant’s name:  
Tenant’s address:**

I am writing to inform you that my Contribution Based Jobseekers Allowance has been sanctioned from xx/xx/xxxx.

For the period of the sanction my only income will be:

Or   
I can confirm that during this period I will have no income. I will manage financially because:

Family/friends were supporting me

Borrowing from friends/family

Living off last wage / benefit payment

Living off what I had in the property ie the cupboards etc

Using limited savings

Other – as stated;

I therefore request that Housing Benefit payments continue throughout the period of the sanction.

Thank you for your consideration in this matter.

Yours faithfully