

 **REFUND OF OVERPAID RENT/CHARGES**

Your current rent account is currently in credit.

If you would like this credit to be reimbursed to you, please complete all the details below and return this form to Housing Income, Landlord Services, Charnwood Borough Council, Southfields Rd, Loughborough, Leics, LE11 2TTso that we can process the refund.

If you are applying for a refund on behalf of a council tenant who is deceased or who cannot sign this request themselves, and would like the refund to be paid to you, we will require a power of attorney or an order from the Court of Protection.

If you have any further queries regarding this matter, please contact the Housing Income Team on 01509 634666.

 **Tenant’s name(s)**:

**Address:**

**Address to which refund relates:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(If different)**

**Tenancy reference number:**

**Please supply your bank account details for the refund to be paid directly to your bank account.**

|  |  |
| --- | --- |
| **Name of bank** |  |
| **Account holder(s)** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sort code** |  |  | - |  |  | - |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank account number** |  |  |  |  |  |  |  |  |

**If your account with the council is in more than one name, then all signatures are required before any payment can be made.**

**Name(s) Signature(s)**

**Daytime telephone number**

**PLEASE NOTE**

**To ensure the correct amount is refunded to you, there are several audit checks that we have to carry out. Your refund will be processed within ten working days after these checks have been completed.**

**If you have former tenant rent arrears, sundry debts, housing benefit or council tax overpayment invoices, this will be offset against your credit prior to any refund being made, which may reduce the amount refunded to you.**

**Please provide a daytime telephone number so that we can contact you in case of any queries. This will ensure that your refund is not delayed.**

**OFFICE USE ONLY – REFUND AMOUNT £ HB Ref:**

 **CT Ref:**