

Rent Income Team

Rent refund application



Havering

LONDON BOROUGH

Income Management Team

Town Hall, Main Road

Romford, Essex RM1 3BB

Tel: 01708 434000

Email: housingrents@havering.gov.uk

Before you complete this rent refund form please read the information below:

- The applicant must be a tenant of the London Borough of Havering.
- If you have a joint tenancy the form must be signed by both tenants.
- In the event that the tenant has passed away, the applicant must be the executor of the late tenant's estate. (**The executor form must also be completed and a copy of the Will or Grant of Probate must be attached**).
- If there are any debts (e.g. Court Cost, Rechargeable Repairs, Former Tenancy Arrears), we will deduct from the credit to clear the respective debts.
- The council will carry out financial check with the Council Tax & Housing Benefit sections to establish if you have any outstanding debts. We reserve the right to deduct from the credit to clear the those debts
- Please ensure that your bank details are correct.
- Payment will be made through a BACS transfer.
- It is expected that the refund process will take around 15 working days from receipt of your completed form
- The council will adjust your rent account to ensure that there is a minimum of at least 2 weeks' credit showing on the account as required by the tenancy agreement.

If you have any queries with regards to the information provided please contact the Rent Accounting Team on 01708 434000.

Please refund the credit on my rent account

1 Your details:

Name(s):			
Address:			
Payment Reference:			
Requested amount to be refunded:	£		

2 BACS transfer (to be authorised by the account holder)

Name of bank & Branch:						
Account Holder(s) Name:						
Account Number						
Sort code:						

3 Declaration: (to be signed by all tenants if there is a joint tenancy)

Signed:		Date:	
Signed:		Date:	