



Smart Money Credit Union Ltd.
Abacus House
Windsor Street
Caerphilly
CF83 1FW
Tel: 029 2088 3751
Email: info@smartmoneycreditunion.co.uk
Web: www.smartmoneycreditunion.co.uk

Landlord Registration Form for Local Housing Allowance to be processed

Landlord Name / Letting Agency Name / Property Company Name:

Correspondence Address:

Email: _____ Phone Number: _____

Fax Number: _____

Landlord Bank Details for BACS transfer:

Name of Bank:

Address of Bank:

Name of Account:

Sort Code: _____ Account Number: _____

The Credit Union is acting as a conduit only for payment of all monies and has no liability to any party for the overpayment or underpayment of any housing benefit received by it. The Credit Union will channel the monies as set out above until the housing benefit ceases for any reason.

A monthly spreadsheet summary will be emailed to the landlord in line with BACS transfer. The spreadsheet will include tenants name and address and or reference number.

Smart Money Credit Union Ltd. will charge £10:00 per month per tenant for this service, which will reduce potential for rent arrears or defaults.

Some Landlords are paying the one-off Joining Fee of £3:00 for the tenant to enrol, please state if you are willing to do so: **Yes / No**

By signing this form, you agree to the charges listed above:

Signature: Date:

Return this form to Smart Money Credit Union now. You can send details of any tenants that you wish to refer now, or refer them later. Please note that the Credit Union’s joining procedures must be completed by the tenant before payments can be processed.



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PERMISSION TO SHARE INFORMATION and PROCESS LHA

I,

Tenant at Address:

..... Post Code:

Agree that information can be shared between:

My Landlord :

and Local Authority Housing Benefit Processing Dept and Smart Money Credit Union.

In connection with:

- ✓ Local Housing Allowance claim or other state benefit or tax credit claim
- ✓ Tenancy agreement or change of address
- ✓ Keeping in touch after a claim has been processed or terminated, including sharing of current address

This information could include:

- ✓ Identity or address verification
- ✓ Personal Details i.e. Phone Number(s), National Insurance number
- ✓ Other personal information that I agree to disclose

I instruct the Credit Union to appropriate my LHA for the payment of rent only, and no other purpose, payment to be made by BACS direct to the landlord from my Credit Union account.

I agree to a 60 day notice period in the event of cancellation of this right of appropriation.

Any amount over the rent due will be held in my share account until I withdraw it, and this amount will be available to me upon request.

Signature of Applicant: Date:

Referrer (Landlord or Benefit Processor) – please send this form to Smart Money Credit Union with the following: **Joining form, evidence of ID and Address** (This could be: LHA Award letter, or a referral letter from the landlord or the first page of the tenancy agreement) and **Landlord’s contact and bank details.**

Please note that Smart Money Credit Union’s joining procedures must be completed by the tenant before payments can be processed.

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