



Local Housing – Landlord Registration Form

Landlord/Letting Agency/Property Company Details

Name			
Correspondence Address			
Town/City		Post Code	
Email			
Telephone/Mobile Number		Fax Number	

Landlord Bank Details for Bank Transfer

Bank Name			
Bank Address			
Town/City		Post Code	
Sort Code		Account No	
Email Address		Identification*	

* For instance, "By name"

Agreement

I agree that the City of Plymouth Credit Union Limited shall charge £5 per 4-weeks for payments made under LHA or £2 per calendar month for payments made under Universal Credit per tenant for this rent payment service and that I will pay this charge to the City of Plymouth Credit Union Limited on submission of an invoice to be paid monthly in arrears.

I understand that the City of Plymouth Credit Union Limited will not become involved in any dispute between myself and any tenant(s).

Signature		Date	
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Please return this form to City of Plymouth Credit Union now. You can send details of any tenants that you wish to include in the scheme now or later. Please note that City of Plymouth Credit Union joining procedures must be completed by the tenant before payments can be processed.

The Landlord Registration form needs to be completed once only. A Claimant Authorisation form is required for each tenant.