

Rent Accounts Team Rent refund application

Rent Accounts Team (Rent Refunds)

The Post Room, 43 Beavor Lane, Hammersmith, London W6 9BL

Email: RentRefunds@lbhf.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 Hammersmith & Fulham.
- 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 estate. Documented proof will be required.
- The council will carry out financial checks with the Council Tax and Housing Benefit sections to establish if you have any outstanding debts.
- If there are any debts we will use the rent credit to offset the outstanding debt.
- Please ensure that your bank details are correct.
- Payment will only be made through a BACS transfer.
- It is expected that the refund process will take around 28 working days from receipt of your completed form by the rent accounts team.
- Refunds over £3,000 are subject to additional checks and may take longer than the specified processing time.
- The council will adjust your rent account to ensure the tenant will have at least one week credit showing on their account as required by the tenancy agreement.

If you have any queries with regards to the information provided please contact the Rent Accounting Team at RentRefunds@lbhf.gov.uk

Please refund the credit on my rent account

1 Your details:

Name(s):			
Address:			
Mobile number:			
Payment reference:			
Requested amount to be refunded:	£	.	p

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

Name of bank:						
Branch:						
Account no.						
Sort code:						

3 Declaration:

Signed:		Date:	D	D	M	M	Y	Y	Y	Y
Signed:		Date:	D	D	M	M	Y	Y	Y	Y