



Caerphilly Landlord Payment Authorisation Form

Smart Money Cymru Community Bank
64-66 Cardiff Road
Caerphilly
CF83 1JQ
Tel: 02920 883751
E-mail: info@smartmoneycymru.co.uk

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:

Smart Money Cymru Community Bank 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 and 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 Cymru Community Bank will charge £5:00 per month per tenant for this service, which will reduce potential for rent arrears or defaults.

Respecting Your Privacy - The information requested on this form is to assist the us in managing your account. Keeping your information safe is a responsibility we take very seriously, our Privacy Notice explains what you can expect from us when it comes to your information. If you wish to receive a copy please contact the office or alternatively visit our website www.smartmoneycymru.co.uk

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

Signature:

Date:

Return the completed form to Smart Money Cymru Community Bank. Please note that the usual joining procedures must be completed by the tenant before payments can be processed.



Permission to share Information Authorisation Form

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I,.....

Tenant at Address:.....

..... Post Code:.....

Agree that information can be shared between:

My Landlord:, the Local Authority Housing Benefit Processing Dept and Smart Money Cymru Community Bank.

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 Smart Money Cymru Community Bank 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 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 Cymru 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 the usual joining procedures must be completed by the tenant before payments can be processed.

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