

## Your Rent Direct Important information & Terms & Conditions for Tenant's

Housing benefit is paid directly in to the account by the local housing benefit office.

We will then send your rent payment to the landlord.

You will be given a Plough and Share "Rent Direct" account, no withdrawals by cash or cheque are available on this type of account.

We will not pay any difference between the money held in your Rent Direct account and the rent payment.

The account must maintain a £1.00 minimum balance.

You can pay money into your Rent Direct account, such as top ups. But you cannot use the account for any other purpose.

We require 30 days notice to cease payments to a landlord and once received we will also notify the landlord that the rent payments will stop.

If we do not receive your rent payment we will contact you and inform your landlord.

## How tenant's set up a Rent Direct account

- Complete a Plough and Share membership form, there is a £2.00 member fee and minimum £2.00 deposit.
- Complete a Rent Direct account form
- Ask your landlord to complete the Rent Direct form (they will need to be registered with us)
- Bring these to a Plough and Share service point along with;

Identification  
Tenancy Agreement

We will then open your account and give you information to take to the housing benefit office so that your rent is paid direct to us.

Please read the terms & conditions of this service.

We cannot open a Rent Direct account unless we receive all the completed paperwork.

A Cooperative owned by &  
serving the people of Devon



## LANDLORDS RENT DIRECT

We hope that the information in this leaflet will assist you in understanding our "Your Rent Direct" Scheme, how to register on the scheme and the benefits of having one of our Your Rent Direct accounts.

Authorised and regulated by the FSA

Number 213704

Registered office:

Anchorman House, 19 East Street,

Okehampton, Devon EX20 1AT

**01837 658123**

[www.ploughandshare.co.uk](http://www.ploughandshare.co.uk)

EASY CONVENIENT RENT PAYMENTS

## Rent Direct Account

The Rent Direct account at Plough and Share Credit Union is a convenient way to ensure that your rent is paid to you on time.

By using our Rent Direct account you can be assured that rent is not being eaten up by overdrafts, or mistakenly used for the household budget.

The Rent Direct scheme keeps LHA payments separate from tenant's other money, and ensures that you receive the money as soon as possible after it has been received. There is a small fee for using this service.

## Rent Direct Account

- Landlord registers with Plough & Share
- Tenant opens a membership account
- Tenant opens a Rent Direct account
- When LHA is received we send it to the Landlord
- Fees are deducted at source
- Payments can be made by BACS or to a Landlord's credit union account
- We will let you know when a tenant changes payment information
- Tenants must give us 30 days notice of any changes

## Costs of Rent Direct

The fees we charge cover the cost of providing the Rent Direct service. The fees are straight forward;

£5.00 per tenant per month to a current account

We will send you a schedule of payments showing;

- How much was received for the tenant
- Fee deducted
- Net payment made to you

Discounts may be available for multiple tenancies

## What happens next...

All you have to do to join the scheme is;

- Complete the landlord registration form
- Send tenants along to open accounts
- We will do the rest!

A landlord's registration form is included in this pack. We will set you up a registration number within 24 hours. We will email your registration ID number to you. Then you can start sending tenants to us to open Rent Direct accounts. Some Landlords are making it a condition of tenancy for those receiving LHA to sign up for our Rent Direct service.

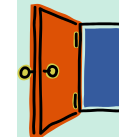
## Contact us for more information



**Calling: 01837 658123.** The office is open Monday, Tuesday, Thursday and Friday between 10:00 and 16:00.



**Clicking:**  
**[www.ploughandshare.co.uk](http://www.ploughandshare.co.uk)**  
On our website you will find the forms you need for our "Your Rent Direct" scheme, or  
**Email: [info@ploughandshare.co.uk](mailto:info@ploughandshare.co.uk).**



**Visiting:** Our service points are run by volunteers who pride themselves on offering a friendly service in your community. Please see our website for a list of service points or contact member services.

Included in this pack;

Membership form (if you would like rent paid direct to a credit union account, you need to be a member)

Landlords registration form (complete and return to us)

Rent direct tenant application form (for completion with tenant)