



# Plough & Share Credit Union Limited

Anchorman House 19 East Street, Okehampton, EX20 1AT

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## RENT DIRECT LANDLORD REGISTRATION FORM

Rent direct is only available for landlord's who have registered with us. Please complete the registration form below and we will open your rent direct facility.

### Your details

Full name (incl title)

Company Name:

### Contact details

Contact name:

Contact address:

Post Code:

Email address:

Contact phone number:

### Rent direct account preferences

#### Payment preference

Plough & Share account:  Direct to bank:

#### Contact preference

Email  Phone  Post

#### Payment preference for schedule and remittance

Email  Post

### Bank details for BACS payments

Bank Name:

Account Name:

Account Number:

Sort code:

### Declaration & Understanding

In signing the rent direct registration form I declare that:

- Please register me as a landlord who will be receiving payments of Local Housing Allowance direct from my tenant(s)
- I understand that a fee is payable for this service, and agree to you deducting fees from the amount(s) that you pay to me which is currently £5.00 per rent payment which is subject to change with 30 days notice
- The information I have given on the form is true and accurate, and I will notify the credit union if any of the information changes
- If payments are made to me in error I agree that I will return these to Plough and Share Credit Union promptly.
- I understand that Plough and Share will make best endeavours to ensure that payments due to me are made in a timely manner and for the correct amounts, but Plough and Share cannot be held responsible for non-receipt of payments due to events outside of its control, for example:
  - The failure of any machine, data processing system or transmission link
  - Any period of essential maintenance, critical change, repair, alteration to or failure of computer systems
  - Any industrial dispute
  - Anything which is outside of our reasonable control or that of our agents or sub-contractors.
- Plough and Share will not make any payments until the first payment of housing benefit is received.

Signed

Date

For security purposes when you telephone us. Please enter a memorable 6 character word

### Data Protection

In accordance with the principles of the Data Protection Act 1998 we will use your personal details for the purposes of managing your accounts with the credit union. Your personal details will be treated confidentially and will only be shared with other agencies for the purposes of application processing, to prevent crime or fraud, or where legally required to do so, or where specific permission has been granted. We may use information for reporting to funders or those for whom we provide services, but such information will be anonymised and will not personally identify you. You have the right to see the information we hold about you, for which we may charge a fee.

### Plough & Share Credit Union use only

Date Received:

Added to L/L database:

Landlord ID number: