



Plough & Share Credit Union Limited

Anchorman House 19 East Street, Okehampton, EX20 1AT

Tel: 01837 658123 e-mail:info@ploughandshare.co.uk

RENT DIRECT TENANT APPLICATION FORM

Please complete this form in full. If you need any help completing the form give us a call on 01837 658123. Please return to the above address.

Your details

Full name (incl title)

Current address:

Post Code:

Email address:

Contact phone number:

Declaration & Understanding

In signing the rent direct application form I declare that:

- 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
- I give permission for Plough and Share Credit Union to pay my housing benefit direct to my landlord (as stated overleaf)
- I have read the terms and conditions (as per information supplied)
- No cash, cheque or other withdrawals can be made from my rent direct account
- I give permission for Plough and Share to share information relating to my housing benefit payment with my landlord as named below and with my local authority which has responsibility to pay my housing benefit
- I will give 30 days notice for any changes to these instructions, including property or payment details
- It is my responsibility to inform Plough and Share of any changes to my housing benefit
- Plough and Share will not make any payments until the first payment of housing benefit is received
- Plough and Share will not pay any shortfall in rent payment received and rent due to my landlord unless there is a balance in my rent direct account to cover such payments.

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 anonymous 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.

Property details

Please provide details of the property for which you will be receiving the Housing Benefit payments.

Property address:	<input type="text"/>	Rent amount:	<input type="text"/>
	<input type="text"/>	Housing benefit:	<input type="text"/>
	<input type="text"/>	Top up amount:	<input type="text"/>
Postcode	<input type="text"/>		

Landlord & payment details

Landlord's name:	<input type="text"/>		
Address:	<input type="text"/>	Phone Number:	<input type="text"/>
	<input type="text"/>	Email address:	<input type="text"/>
Postcode:	<input type="text"/>	Reference:	<input type="text"/>
Payment amount:	<input type="text"/>		

Landlord Payment Information

Pay to my Credit Union account:

Member number:	<input type="text"/>	Account name:	<input type="text"/>
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Transfer to my bank account:

Bank account name:	<input type="text"/>	Account no:	<input type="text"/>
Sort Code:	<input type="text"/>		

Your landlord needs to be registered with Plough and Share in order for us to pay them direct. If your landlord is not registered then they will need to contact us in order to register before we can open a rent direct account for you.

Plough & Share Credit Union use only

Date Received:	<input type="text"/>	Rent direct account opened:	<input type="text"/>
Tenancy agreement seen:	<input type="text"/>	Landlord ID number:	<input type="text"/>