



Smart Money Cymru Credit Union Ltd
64-66 Cardiff Road
Caerphilly
CF83 1JQ
Tel: 029 2088 3751

Email: info@smartmoneycymru.co.uk Web: www.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: _____

The Credit Union 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. The Credit Union 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 Credit Union Ltd. will charge £5:00 per month per tenant for this service, which will reduce potential for rent arrears or defaults. Some Landlords are paying the one-off Joining Fee of £2:00 plus a minimum of £1.00 to open up their share account, please state if you are willing to do so: **Yes / No**

Respecting Your Privacy - The information requested on this form is to assist the credit union 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 Credit Union. Please note that the Credit Union's joining procedures must be completed by the tenant before payments can be processed.

Smart Money Cymru is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered number 213370



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PERMISSION TO SHARE INFORMATION and PROCESS LHA

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 Credit Union.

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 the Credit Union 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 Credit Union 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 Credit Union 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**.

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