

Housing Rent Refund Application



CITY OF
Lincoln
COUNCIL

Please return the completed form to:
Directorate of Housing and Investment,
City of Lincoln Council, City Hall, Beaumont Fee, Lincoln,
LN1 1DE

Application for refund of credit balances

This application refers to a credit balance of: £ _____

On a rent account in the name(s) of: _____

Rent account address: _____

Rent (tenancy) reference number: _____

If you have any queries please telephone (01522) 873224

To be completed by the applicant (s)

I (full name) _____

of (current address) _____

_____ Post code: _____

Phone number(s) _____

hereby make an application for a rent refund of £ _____

I hereby certify that I am the person entitled to make this claim for a refund and the information is correct.

If you have any debts with City of Lincoln Council, we will use this credit to pay them. If you do not want us to do this please tick here.

Signed:

Date:

Important: this section must be completed

We will pay your refund directly into your bank or building society account, please provide details below. Please check that your account can accept payment this way.

If you have a building society account, please provide your roll number also.

Name of Bank/Building Society	_____							
Sort code	_____	_____	-	_____	_____	-	_____	_____
Account number	_____	_____	_____	_____	_____	_____	_____	_____
Account name(s)	_____							
Signature(s)	_____							
Roll number (building society only)	_____							

