



**Refund Claim Form - Leaseholder/Service Chgs**

**Please complete this form and return to Merry Hill Housing Office**

I / We \* wish to claim a refund of the accrued credit presently held on the following account,  
LESS any other monies owed by Me / Us \* delete as appropriate

Name(s) of Tenant(s) \_\_\_\_\_ Contact Tel No \_\_\_\_\_

Address to which refund relates: \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

Current Address (if different from above): \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

I / We \* the undersigned, undertake to indemnify the council against any further claims in respect of the above refund

**In the case of joint tenancies all tenants must sign the indemnity**

Signature of tenant(s) 1 \_\_\_\_\_ 2 \_\_\_\_\_ Date \_\_\_\_\_

Payment to be made to:  ONE TENANT  JOINT TENANTS  THIRD PARTY

Your Preferred Payment Method:	
BACS Payment to:	Cheque made payable to:
Account Holder(s): _____	Payee(s): _____
Sort Code: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	Address: _____
Account No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	_____ Post Code _____

Wolverhampton Homes/City Council accepts no liability for any incorrect bank details given.

FOR OFFICIAL USE ONLY	
Pay Ref. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Benefits Check Email Sent _____	Benefits Check Email Recd _____
<b>Other Debts</b>	
Benefits <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Credit @ Wk No <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Former Tenancies <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Less Other Debts <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Court Costs/Repairs <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Less Wks £ _____ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Ins/Gardening <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Garages <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
TOTAL <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Refund Amount £</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Accounts checked by: _____ Job Title _____ Date _____	
District / Division _____	
Refund Authorised by: _____ Date _____	
<small>(From approved signatory list only)</small>	<small>V4. 2010</small>

Notes:

Any other debts owed to Wolverhampton City Council or Wolverhampton Homes will also be deducted from the amount of credit due.

Following checks for other debts the refund form will be authorised by our Merry Hill Housing Office.

Once the refund form is authorised it is passed to our Finance Department for processing. A cheque is normally posted within 7 – 10 working days from receipt of the authorised form, or a BACS payment can be made directly to your bank account.

If you do not have a bank account you may have the cheque made payable to a third party, but please be aware that as the tenant you must sign the form as all signatures are checked with your tenancy agreement.

If you are unsure of any of the above notes, please do not hesitate to contact the Merry Hill office on 01902 556789.