

Private Landlord Registration

Freepost RSRT-HAXK-RUYU

Gateway Credit Union Ltd. • 21 Commercial Street • Pontypool • Torfaen •
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Please complete the following in **BLOCK CAPITALS**

Landlord Name / Letting Agency Name / Property Company Name:

Correspondence Address: _____

_____ Post code: _____

Contact tel: _____ E Mail: _____

Landlord and Gateway Credit Union Limited Agreement:

1. Gateway Credit Union Ltd will deduct £5 per tenant per month from payments made to the landlord to cover administration. You will receive an remittance advice for the payments made and an invoice for the deductions.
2. Gateway Credit Union Ltd is acting as a financial services provider in all cases and is not liable for any underpayment or overpayment of Local Housing Allowance (LHA) made. Any dispute about the amount paid on behalf of a tenant should be addressed to the Shared Benefits Service who made the original payment.
3. Gateway Credit Union Ltd will forward any LHA received from the Shared Benefits Service to the landlord until the LHA ceases for any reason.

Landlord bank details:

Bank/Building Society: _____ Branch: _____

Account Name: _____

Account Number: _____ Sort Code: - -

By signing this form you agree to the charges listed above.

Your signature

Date / /

Return this form to Gateway Credit Union now.

Once received we will create a "payee" account for you in our database. You can then send details of any tenants you wish to refer. Please note that Gateway Credit Union Ltd joining procedures must be completed by all referred tenants before payments can be processed.

You can also use this form to notify of us any changes to your details.