

# Housing Benefit Registration Form



**Landlord** to complete all sections of this form

## LANDLORD DETAILS

Title: Mr | Mrs | Ms | Miss *(Delete as appropriate)*

Landlord Name:

Contact Name: *(if applicable)*

Full Address:

Telephone No:

Email Address:

- I agree to receive rent for the tenant named overleaf direct from Advance Credit Union using the account details below
- I agree that a £5 administration fee will be deducted from each payment.
- I have read and understood the terms and conditions as stated in the 'Information for Landlords' section of the Leaflet attached to this form.

Signed: *(authorised signatory)* .....

Name: *(print)*

Sort Code: | | Account Number:

Account Name:

Roll Number: *(certain building society accounts only)*

## FOR OFFICE USE ONLY | Authorised for Advance Credit Union Ltd by:

Signature: ..... Date: .....

# Landlords Saver Account Application Form

**Tenant** to complete all sections of this form

Title: Surname:

First Name/s:

Date of Birth: | | N.I. Number:

Home Tel: Mobile No:

Work Tel: Email:

Current Address: Post Code:

Tenancy start date:

Previous addresses in the last 3 years:

Employer's Name and Address:

**BENEFICIARY FOR INSURANCE** *(or Next or Kin if preferred)*  
In most cases, the Credit Union provides Life insurance cover on both savings and loans at no direct cost to the you (terms and conditions do apply). For this reason we need you to complete the following declaration:

Nominate *(name of beneficiary or next of kin)*:

Of *(full address)*:

Who is my *(relationship)*:  
as the person who should receive any monies in Advance Credit Union, whether in shares or otherwise, as may be mine at the time of my death.

Have you ever been a member of a credit Union? Yes | No

How did you find out about this credit union?

Data Protection: If you do not wish to receive marketing material please tick box

"I hereby apply for a Landlord Saver Account with Advance Credit Union and agree to abide by their rules. I declare that to the best of my knowledge the information given by me on this form is correct. I understand the initial annual membership fee of £2.00 will be deducted from my first payment. I enclose proof of my identity and a copy of my tenancy agreement"

Signature: ..... Date: .....

Witnessed By:

Signature: .....

**(Please note the witness cannot be named as a beneficiary)**

**FOR OFFICE USE ONLY**  
**Proof of identity and residence**

**New Membership Number**

Identity:

Tenancy agreement:

Checked by (name):

Membership accepted by the Board of Directors on:

Accepted by: (BLOCK CAPITALS)

Signature: .....

**t: 0121 350 8883 | e: info@advancecu.org.uk | www.advancecu.org.uk**

**Advance Credit Union Ltd** | 200 Sutton New Road  
Erdington, Birmingham B23 6QU



# Housing Benefit Registration Form



**Tenant** to complete all sections of this form

Membership Number:

## TENANT DETAILS

Full Name:

Address of Tenancy:

## TENANT AGREEMENT

- I give permission to Advance Credit Union Ltd to transfer my Local Housing Allowance (Housing Benefit) directly to my landlord named overleaf.
- I understand that cash or cheque withdrawals will not be permitted and that I must give 30 days notice to cease payments to my landlord.
- I give Advance Credit Union permission to share information regarding my Local Housing Allowance payments with my landlord (named overleaf) and the local authority that processes my claim. I give my landlord (named overleaf) and the local authority that processes my claim permission to share information regarding my claim and/or tenancy with Advance Credit Union.
- I have read/had read to me (delete as necessary) and understood the 'Information for Tenants' section of the leaflet attached to this form.

Signature: ..... Date: .....

Your Landlord may only use this permission to access information about Housing Benefit payments. **IMPORTANT** This form does not give your landlord permission to access any other information held about you by Advance Credit Union. This is a voluntary agreement, by signing this agreement you confirm you have entered into this agreement voluntarily, you do not have to give your permission however the credit union will be unable to open a Landlord Saver Account for you if you do not give your permission.

Advance Credit Union Ltd, 200 Sutton New Road, Erdington, Birmingham B23 6QU

**t: 0121 350 8883 | e: info@advancecu.org.uk | www.advancecu.org.uk**