

The Royal Borough of Kensington and Chelsea
The Town Hall, Hornton Street, London, W8 7NX

Chief Executive
Maxine Holdsworth

Director of Housing Management
Jahedur Rahman



THE ROYAL BOROUGH OF
**KENSINGTON
AND CHELSEA**

Refund Request Authorisation Form

**Please return the completed form to the Rent Income
Team**

Name:

Address:

Address refund applies to (if different from above):

Date:

Tenancy Ref:

Payment Ref:

Dear

To have your rent credit refunded to you, please complete both sides of this form and send it to the Rent Income Team at the address at the top of this form or email it to HM-Rentincome2@rbkc.gov.uk.

Please note we aim to process refunds within 25 working days.

Yours sincerely,

Rent Income Team

Rent Refund Request

Refund Amount: £

Please refund the above amount from my rent account. I understand that rent is due in advance. The rent account should be in credit by the weekly/fortnightly/monthly rent due (section 5.21 of your tenancy agreement). Please use the payment details below

Kindly note that we are only able to refund through a bank account, we do not issue refunds by cheque.

We can only process refunds in the name of the tenant/s at this property. If you would like it to be sent to another person, please complete this section.

I.....the named tenant/s at the above address, authorise

RBKC Housing Management to refund the credit in my rent account to

.....

Method of Refund: Bank Account ☐ or Building Society ☐

Bank Account or Building Society Details:

Account Name: _____

Account Number:

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Sort Code:

--	--	--	--	--	--

Building Society Roll Number:

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Your email address: _____

Signature: _____ **Date:** _____

Joint Tenant Signature: _____ **Date:** _____