

Wandsworth Council

Rent Collection Service
PO Box 72354
London
SW18 9LT

Please ask for/reply to: RCS Support Team
Telephone: 020 8871 8987
Email: rents@wandsworth.gov.uk

REFUND OF OVERPAID RENT/CHARGES

Your former rent/heating and hot water account is in credit.

Please complete the details below and email or post this form to the address shown above so that we can process the refund.

Former Address	Rent Account No.	Tenancy Start Date	Tenancy End Date

All tenants who were named on the rent account are required to sign this form before any payment can be made.

DECLARATION

I confirm I was a tenant at the above property during the periods stated above.

Name & Current Address	Telephone No.	Date of Birth	Signature	Date

Please supply your bank account details for the refund to be paid directly to your bank account.

Sort Code			-			-		
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Bank Account No.								
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Account Holder(s)

To ensure that the correct amount is refunded to you, there are a number of audit checks that we need to conduct. If any money is owed to the Council, this will be offset against any credit prior to a refund being made, which may reduce the amount refunded to you. Your refund will be processed as soon as possible after these checks have been completed.

We are required by law to protect the public funds we administer. We may share information provided to us with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud. Data confidentiality will be safeguarded and will comply with Data Protection and Human Rights requirements.