



St. Leger Homes of Doncaster

APPLICATION FOR REFUND OF OVERPAID RENT

Name of tenant: _____

Address of property: _____

_____ Post code: _____

Reference number: _____

Reason for overpayment (rebate, house sale etc): _____

Please note that checks will be made with our former tenant arrears department, Council Tax, Sundry Debtors and Housing Benefits to see if you owe any money to them. If this is the case your refund will be used to pay that account. We will send you any remaining amount.

Current address: _____

NB: Should this be different from the above address please state reason.

Signature of tenant: _____

Date: _____

Telephone number: _____

Notes

Please return completed form to: St Leger Homes of Doncaster Ltd., St Leger Ct. White Rose Way Doncaster, DN4 5ND

1. No refunds will be made in response to telephone calls. Written notification either in the form of a letter or this standard form must be received before any action can be taken.
2. If you would like your refund paid by bank transfer, please fill in the details below.
3. If this payment method is not suitable, please tick the box and a crossed cheque will be posted to you as soon as possible.

Bank Details											
Account Name											
Account No.											
Sort Code			-			-					
Building Society Roll Number											

