



Wolverhampton Homes

PAYMENT OF RENT BY STANDING ORDER

To **amend** your standing order or to **start** paying by standing order, please complete the form over the page and send it to your bank or building society.

PLEASE NOTE:

- Fortnightly and monthly payments must be made in advance of the due date, to avoid your rent account falling into arrears

- To calculate a **monthly** amount; multiply the **weekly rent**, after housing benefit by 50
Please contact us if you need to know your weekly rent
For example:
Your weekly amount **£45.00 x 50 weeks = £2,250** and then divide the answer by 12
£2,250 ÷ 12 months = £187.50 per month

- To calculate a **fortnightly amount**; multiply the **weekly amount** by 50
For example:
Your weekly amount **£45.00 x 50 weeks = £2,250** and then divide the answer by 26
£2,250 ÷ 26 payments = £86.54 per fortnight

- If you have **rent arrears**, you must add the agreed payment amount to your standing order amount. The agreed arrears amount is due for every week of the year, even during rent free weeks.

- If you have a **court order** for rent arrears it is recommended that you speak to your Estate Officer or ring the helpline, below, before setting up a standing order.

If you need help to complete the form please contact your Housing Office or Rents Management 01902 554722. Email: rentsmanagement@wolverhamptonhomes.org.uk

STANDING ORDER REQUEST - PAYMENT OF RENT

Please complete in full **and send this form direct to your bank or building society**. Fortnightly and monthly payments must be made in advance of the due date to avoid your rent account falling into arrears.

To the Manager Bank / Building Society.

I wish to make payments to the Co-operative Bank **08-90-19** for the credit of Wolverhampton City Council **Account No 61123528**.

Your Bank Sort Code

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Your Bank Account Number

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Name(s) of account holder(s)

(1).....(2).....

Please quote the housing rent account number entered in the box below with all payments.

Housing Rent Account Number

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This can be found on your rent review letter

Number Number Number Number Number Number Number Letter

This instruction replaces any existing arrangement for this rent account number

I wish to pay

Weekly

The sum of £ : pence commencing on ___ / ___ / 200__ and the sum of £ : pence every subsequent 7 days until further notice

Fortnightly

The sum of £ : pence commencing on ___ / ___ / 200__ and the sum of £ : pence every subsequent 14 days until further notice.

Monthly

The sum of £ : pence commencing on ___ / ___ / 200__ and the sum of £ : pence on the same date of every subsequent month until further notice.

Address

..... Post Code

Daytime telephone number E-mail address

Signature(s) of account holder(s)

(1).....(2)..... Date.....

PLEASE SEND THIS FORM TO YOUR BANK/BUILDING SOCIETY