**Landlord Registration Form**

The Rent Direct service, where we appropriate tenant’s Local Housing Allowance for the sole purpose of paying their rent direct to you is only available to landlords registered with BLSCU.

Please complete all the details below to enable us to register you and set up the facility.

**Your Details**

Your name

Company name

Member number

**Contact Details**

Contact name

Address

Post code

**Email addresses**

Work

Home

**Phone numbers**

Work

Home

Mobile

**Preferences**

**Payment preference**

Your BLSCU account BACS direct to bank Collect Cheque

**Contact preference** Email Phone Post

**Invoice/schedule preference** Email Post

**Bank Details for BACS payments**

Bank account name

Sort code

Account number

Bank account transfers may take up to three working days. Please contact us if you need to register more than one bank account - we are able to send different tenant’s payments to different bank accounts if you need us to.

**Declaration**

Please read this section carefully and sign below.

• Please register me as a Landlord who will be receiving payments of Local Housing Allowance direct from my tenant(s).

• I understand that a fee is payable for this service, and agree to you deducting fees from the amount(s) that you pay to me.

• I agree that you may use the information on this form and any other information I provide for the purposes of operating the direct payment facility, and that you may hold this information electronically and in other formats. I understand that Bridgend Lifesavers Credit Union operates under the terms of the Data Protection Act, and that all information held by them is held confidentially and will only be released to third parties where Bridgend Lifesavers Credit Union is legally obliged to do so. I understand that I have the right to access data held by Bridgend Lifesavers Credit Union about me on payment of a fee.

• Where any payments are made to me in error I agree that I will return these to Bridgend Lifesavers Credit Union promptly.

• I will update Bridgend Lifesavers Credit Union with any changes to my contact details, bank details or other preferences.

• I understand that Bridgend Lifesavers Credit Union will use its best endeavours to ensure that all payments due to me are made in a timely manner and for the correct amounts, but that Bridgend Lifesavers Credit Union cannot be held responsible for non-receipt of payments due to events outside of its control, for example:

• The failure of any machine, data processing system or transmission link

• Any period of essential maintenance, critical change, repair, alteration to or failure of computer systems

• Any industrial dispute

• Anything outside our reasonable control or that of our agents or sub-contractors.

Signed

Date

**Return completed form to** Bridgend Lifesavers Credit Union, The Lifelong Learning Centre, Merfield Close, Sarn, Bridgend, CF32 9SW

Web: [www.blscu.co.uk](http://www.blscu.co.uk) Tel No. (01656) 729912 / (01656) 667089