



**Our Ref: TC1f**

**(Current / former tenant – Please circle)**

**Date:**

**Name(s) of tenant(s) on tenancy:** .....

**Address:**.....

**Telephone No:** .....

**Name (if not the tenant):** .....

**Relationship to tenant:** .....

**Contact number:** .....

**RE: Request for credit refund on my rent account**

This is to confirm that I am/acting on behalf of the above named person and I would be grateful if you could investigate the credit balance on the rent account with a view to providing a refund.

**My Account details are as follows:**

**Account Number:**..... **Sort Code:** .....

**Signed (both signatures if joint tenancy):**..... **Date:**.....

..... **Date**.....

Please be aware that it can take up to a minimum of four weeks for a refund to be processed. If housing benefit has been claimed this may increase the waiting times. Due to housing benefit needing to be contacted to confirm no overpayment has been made.

**Post completed form to: 7<sup>th</sup> Floor, Trafford House, Chester Road, Stretford, Manchester, M32 ORS**