**Refund request for credit on former tenancy**

This form is for requesting a refund for credit on a former tenant account.

Please complete and sign this form and return by post to:

**Income Collections & Recovery Compliance Team, Orbit, PO Box 6406, Coventry, CV3 9NB**

**Or via email to:** **IncomeCRCompliance@orbit.org.uk**

|  |  |
| --- | --- |
| **Address of former tenancy** |  |
| **Name of former tenant(s)** |  |
| **Former tenant(s) reference** |  |

**I / we confirm that the credit on this account should be refunded and made payable to:**

**By bank transfer (BACS)**

|  |  |
| --- | --- |
| **Name of bank** |  |
| **Account holder(s) name(s)** |  |
| **Bank account number** |  |  |  |  |  |  |  |  |
| **Sort code** |  |  |  |  |  |  |  |  |
| **Building society roll number** |  |  |  |  |  |  |  |  |  |  |

**For security purposes, please confirm your date of birth (DOB) and sign to confirm the request:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of tenant**  |  | **DOB** |  |
| **Signature** |  |  |
| **Name of joint tenant (if applicable)** |  | **DOB** |  |
| **Signature** |  | **MUST BE SIGNED BY ALL TENANTS** |
| **Date** |   | **Email**  |  |