

Request for a rent refund

How we use your information

The information provided on the rent refund form will be used by Thanet District Council for the purposes of determining if a rent refund is due.

We will also use this data to update the records that we hold for you, including your contact details. We will also check that you do not owe money to Thanet District Council.

We will make sure that all the information you provide is stored securely and in accordance with data protection law. You can read further information on how we use your data here:

thanet.gov.uk/privacy-statement

Section one: Request for a rent refund

** Required*

Rent account number *

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Address of tenancy that you are claiming the rent refund for: *

House/flat number	
Street	
Town	
Postcode	

Is this for a joint tenancy? *

Yes

No

Section two: Your details *

Tenant 1

Name

Telephone number

Email address

Tenant 2

Name

Telephone number

Email address

The refund will be given as a cheque. It can be made payable to someone who is not a tenant, if you would prefer.

Bank details	
Account holder name	
Account holder name 2 (for a joint account)	
Bank name	
Sort code	
Account number	

Signature Tenant 1 *

Signature Tenant 2 (for a joint tenancy)

Refunds can take up to 28 days to process.

If any money is owed to the council (for example Council Tax or Housing Benefit overpayment) the amount will be deducted from the refund.

If it is found that money is owed to the council, by the claimant(s) after the cheque is issued, steps will be taken to recover the money directly from claimant(s).

In the case of a joint tenancy you must give the details for both tenants. Both tenants must sign this form, otherwise we cannot provide a refund.

Thank you for completing a Rent Refund Form, please return the completed form to:

Tenant and Leaseholder Services, Thanet District Council, Council Offices, 9 Cecil Street, Margate Kent CT9 1XZ