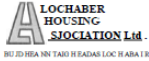




We will send you a rent statement every three months showing all the transactions that have been made. If you want to know your balance at any other time, you can request a statement and we will send one out to you.

Lochaber Housing Association Ltd 101 High Street Fort William PH33 6DG Tel: 01397 702530 Fax: 01397 704141 Email: info@lochaberhousing.org.uk Web: www.lochaberhousing.org.uk						
Miss H Tenant Happy Street Fort William PH37 4LS		Statement of Account Tenant TEST001 Property HS001 Wed, 3rd Jul, 2019				
Date	Transaction	Ref. No.	Property	Payments	Charges	Balance
01/01/2019	Month charge		HS001		402.62	402.62 Arr
02/01/2019	AllPay	000000	HS001	402.62	402.62	0.00
01/02/2019	Month charge		HS001		402.62	402.62 Arr
01/02/2019	AllPay	000000	HS001	402.62	402.62	0.00
01/03/2019	Month charge		HS001		402.62	402.62 Arr
01/03/2019	AllPay	000000	HS001	402.62	402.62	0.00
01/04/2019	Month charge		HS001		427.22	427.22 Pre
01/04/2019	AllPay	000000	HS001	427.22	427.22	0.00
01/05/2019	Month charge		HS001		427.22	427.22 Pre
01/05/2019	AllPay	000000	HS001	427.22	427.22	0.00
01/06/2019	Month charge		HS001		427.22	427.22 Pre
01/06/2019	AllPay	000000	HS001	427.22	427.22	0.00
01/07/2019	Month charge		HS001		427.22	427.22 Pre
01/07/2019	AllPay	000000	HS001	427.22	427.22	0.00
01/07/2019	Balance		HS001			0.00

If you contact the Association by phone, or call in, you will be able to obtain a balance on your rent account, provided you have your rent reference number located on your swipe card or the top right had corner of your rent statement.



101 High Street
 Fort William
 PH33 6DG
 Telephone: 01397 702530

Useful Contacts

Allpay rent payment line:
 You can pay by debit card over the
 Telephone: 0844 557 8321

Allpay internet rent payments:
 To pay by debit card over the internet
www.allpayments.net

**Housing Benefit, Council Tax Benefit
 and Council Tax enquiries:**
 Freephone: 0800 393811

Lochaber Citizens Advice Bureau:
 Dudley Road
 Fort William
 PH33 6JB
 Telephone: 01397 705311
 Freephone: 0808 800 4444

How to pay your rent

How do I know how much rent to pay?

How often should I pay rent?

How can I pay my rent?



How do I know how much rent to pay?

When you are offered a home, your Housing Officer will show you around and tell you how much the monthly rent is.

Your Housing Officer will be happy to answer any questions you have about your rent. If you are unsure how much rent you should be paying, please contact them.



How often should I pay?

Rent is due in advance on the 1st of each month. It is a condition of your tenancy that you pay regularly and on time. If you do not do this, your account will be in debt and we will send you warning letters.

Remember, joint tenants are equally responsible for paying the rent, so it is important that each tenant knows the state of their rent account.

How can I pay my rent?

There are a number of different ways to pay your rent and when you first become a tenant, your Housing Officer will explain these to you. You can then decide which method suits you.

If you cannot pay in your usual way, you should make other arrangements, rather than delaying payment. If there is a problem, you must contact your Housing Officer who can advise you and give you details of other payment methods.



Direct Debit: If you have a current bank or building society account, we can arrange for your rent to be paid monthly by Direct Debit. We can send you a form or you can call up and set it up over the telephone. If you pay by Direct Debit, we will notify the bank of any increases in rent when they happen. Allpay will let you know in writing when the Direct Debit will commence. If there are any changes to payments you will be advised.

If the payments are rejected by the bank twice the Direct Debit will be cancelled and you will have to pay by one of the other payment methods. If it is cancelled, we will write to you and let you know.

Allpay Swipe Card: You can pay by cash, cheque, credit or debit card at any Post Office, or by cash or debit card at any PAYzone outlet, or by cash at any PayPoint outlet. To do this, you will need a plastic swipe card which is issued to you at the beginning of your tenancy. If you require a replacement card, please contact your Housing Officer.

Internet: To pay on-line, log on to www.allpayments.net and follow the links. You must have your swipe card handy, so that you can quote the reference number.

Lochaber Housing Association's bank details are as follows:

Account Number:	20041124
Sort Code:	82-69-26
Bank:	Clydesdale Bank

Please remember to quote your tenant reference number on any direct banking transactions.

Telephone: You can pay by debit or credit card by calling us on 01397 702530.

In Person: You can pay by cash, cheque or by credit or debit card at office located at 101 High Street, Fort William, PH33 6DG.

Third Party Deductions: If you receive a passported benefit, or Universal Credit and your rent account is in arrears, we can request an arrears payment be taken directly from your benefit.

Please note that cash should never be sent through the post.