

## Payment Options Form – Major Works

Please return this application form within 28 days of the Invoice Date together with a copy of your current Council Tax bill if you wish to apply for the 24 or 36 month option

**Leaseholders Name/s** .....

**Leasehold Property Address:** .....

**Correspondence Address**.....

.....

**Property Reference**..... **Amount:** .....

**E-mail address**.....

**Contact Telephone:** .....

### Part 1 – How do you wish to pay your major works invoice?

I wish to pay the charges in full and will make: an online payment  arrange payment by BACS

I would like to request the option to pay by Interest Free Monthly Instalments and have completed the Application Form (back of this form)

I would like information regarding Service Charge Loans (Interest Payable)

Other – Please tell us how you will pay:

.....

### Part 2 – What Method of payment will you be using?

I wish to pay by Direct Debit  **5<sup>th</sup> of each month only**

(Please complete and return the Direct Debit Mandate with your payment options form if you wish to pay using Direct Debit)

I would like to pay by Major Works Payment Card  on \_\_\_\_\_ of each month

I do not have a major works payment card and would like a card to be sent to me

Other – Please state:

.....

### Part 3 – Exceptional Hardship

I would like a Leasehold Caseworker to contact me to discuss options for payment

# Major Works Invoice

## Application to Pay by Interest Free Monthly Instalments *(available to resident leaseholders only)*

- If your bill is below £3,000 you can pay in up to 24 monthly instalments
- If your bill is over £3,000 you can pay in up to 36 monthly instalments

*If you do not live at the leasehold property you can pay in up to 10 monthly instalments*

### Resident Leaseholders:

I /we declare that the leasehold property stated above is my only and principal home and I reside permanently at this address. YES  NO

Do you wish to pay all of the major works bill by **24 or 36** interest free monthly instalments YES/NO

### Non-resident Leaseholders:

Do you wish to pay all of the major works bill by **10** interest free monthly instalments YES/NO

If you have answered **NO** how much of the major works bill do you wish to pay by monthly instalment? £.....

How will you pay the remaining balance? .....

If you are not paying all of the major works bill by interest free instalments, the amount not included in interest free payment plan must be paid within the next 28 days.

### Declaration

I/We understand that if I/we miss a monthly payment the interest free monthly payment plan may be cancelled and the remaining amount of the major works bill will become immediately payable.

I /we understand that the major works balance can be paid at anytime during the interest free period, ending the instalment arrangement without any penalties.

I/we understand that if we sell the property the property the instalment arrangements end and the outstanding amount for the works becomes immediately payable.

Print Name ..... Print Name .....

Sign: ..... Sign: .....

Date: ..... Date: .....



# Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Lewisham Homes  
Home Ownership Services  
Old Town Hall  
Catford Road  
London  
SE6 4RU

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager Bank/building society

Address

Postcode

Service user number

9	7	1	4	0	2
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Reference

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FOR London Borough of Lewisham OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

To be collected on: **5<sup>th</sup> Day of Each Month**

## Instruction to your bank or building society

Please pay London Borough of Lewisham Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with London Borough of Lewisham and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

Name and full postal address of your bank or building society

To: The Manager Bank/building society

Address

Postcode

With immediate effect, please cancel my/our standing order authority payable to London Borough of Lewisham under:

Account reference No.

Name(s) of account holder(s)

## Standing Order Cancellation

Branch sort code

Bank/building society account number

Signature(s)

Date

This guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit London Borough of Lewisham will notify you (**ten** working days in advance of your account being debited or as otherwise agreed. If you request London Borough of Lewisham to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by London Borough of Lewisham or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when London Borough of Lewisham asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.