

Reply to: Leasehold Operations
South Area Service Centre
Westminster City Council
137 Lupus Street
London
SW1V 3HE
Tel: 0800 358 3783
Email: housing.enquiries@westminster.gov.uk
Reference :

Dear Lessee

Refund for Service Charge/Major Works

I refer to your recent enquiry regarding obtaining a refund for a credit on your service charges/major works account. Please note that any other outstanding charges will be deducted from your refund amount and if you have overpaid there is an administration charge of £17.50. It can take up to 3 weeks from the date we receive this completed form to process your refund.

To make a refund direct to your bank/building society account, please complete the following information, which I confirm will remain confidential.

In order to combat fraud and protect leaseholders, Westminster Council insists on the bank account being used to refund any monies, being verified. Please attach a current copy of your bank statement (dated within the last 3 months) which clearly shows your account number and sort code. Please note that no refund will be able to be made without a copy of one of these documents.

YOUR DETAILS

Your property address: _____

PERSONAL BANK DETAILS

Sort Code			-			-		
Account Number								
Customer Roll Number (for Building Society Accounts)								

Name of Bank/Building Society _____

Address: _____

Post Code: _____

Signed: _____ Date: ____/____/____
Print Name: _____ Phone: _____
E-mail: _____@_____

Thank you for your co-operation.

Yours sincerely

Leasehold Operations