YourPlace Property Management Ltd

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

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

Direct Debit Team
Wheatley House
25 Cochrane Street
Glasgow
G1 1HL

Service user number

Name(s) of account holder(s)

Reference

Bank/building society account number

Instruction to your bank or building society
Please pay YourPlace Property Management Ltd 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 YourPlace Property Management Ltd and, if so, details will be passed electronically to my bank/building society.

Branch sort code

Name and full postal address of your bank or building society

To: The Manager — Bank/building society

Address

Postcode

Signature(s)

Date

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

This is not part of the instruction to your bank or building society and must be detached by YourPlace Property Management Ltd before submission to the paying bank:

Common charge account

Please tick a box below to select your preferred monthly payment date:

15th ☐ 22th ☐

Property Address:

Telephone Number:

YourPlace Property Management
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, YourPlace Property Management Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request YourPlace Property Management Ltd 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 YourPlace Property Management 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 YourPlace Property Management Ltd 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.