

# Private Landlord Registration

Newport Credit Union • Newport Indoor Market • Upper Dock Street • Newport NP20 1DD  
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Please complete the following in **BLOCK CAPITALS**

**Landlord Name / Letting Agency Name / Property Company Name:**

Address: .....

.....Post Code:.....

Telephone Number: .....

Email:.....

**Landlord and Newport Credit Union Limited Agreement:**

1. Newport Credit Union Ltd will deduct £5 per tenant per transaction from payments made to the landlord to cover administration. You will receive a remittance advice for the payments made and an invoice for the deductions.
2. Newport Credit Union Ltd acting as a financial services provider in all cases and is not liable for any underpayment or overpayment of Local Housing Allowance (LHA) made. Any dispute about the amount paid on behalf of a tenant should be addressed to Newport Council Benefits Department who made the original payment.
3. Newport Credit Union Ltd will forward any LHA received from Newport Council's Benefit Department to the landlord until the LHA ceases for any reason.

**Landlord Bank Details:**

Bank/Building Society:..... Branch:.....

Account Name: .....

Account Number:           Sort Code:   -   -

**By signing this form you agree to the charges listed above:**

Your Signature:	Date: / /
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**Return this form to Newport Credit Union now.**

Once received we will create a "payee" account for you in our database. You can then send details of any tenants you wish to refer. Please note that Newport Credit Union Ltd joining procedures must be completed by all referred tenants before payments can be processed. You can also use this form to notify of us any changes to your details.



Newport Credit Union Ltd is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, registration number 213547