



Economy, Environment & Finance
Housing & Property Services
PO Box 6760
Elgin
IV30 1BX

Telephone 0300 1234 566

STANDING ORDER FORM – HOUSE RENT

Tenant's Name & Address:	Credit to Moray Council account number 00111513, sort code 80-06-66 Instruction to Bank/Building Society.
Tenant's Bank Name & Address:	Please pay the sum of £ _____ on _____ and thereafter, every _____ day of each week/month the sum of £ _____ ceasing after the _____ /until further notice.
Tenant's Sort Code: Account Number:	Please quote payment reference each time, exactly as quoted (including hyphens): Pay Ref: ____ - ____ - ____ - ____ Please cancel any existing standing orders with the same payment reference
Name (s) of Account Holder (s)	Signature of account holder:
	Date:

PLEASE RETURN THE COMPLETED FORM TO THE ABOVE ADDRESS

For office use only Rent period £ x collecting weeks = £ Add arrears/Deduct prepayment = £ Total payable = £	Instalments being:	
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