

## How do I open a Landlord Saver Account?

*Everything you need to complete to open an Advance Credit Union Landlord Saver Account is on the form inside this leaflet*

The tenant will need to open a Landlord Saver Account. The credit union has agreed that the tenant does not have to attend in person providing other criteria are met:

- The tenant must complete the membership part and provide two forms of ID (ideally with photograph but if this is not available other forms of ID will be considered) and with at least one showing the current address (this can be the tenancy agreement).
- The tenant and landlord also need to complete the authorisation part to allow the credit union to make payments to the landlord.
- The landlord should contact the credit union by phone or email for a 'unique' membership (sometimes called roll or reference) number and confirm the credit union bank details for payments.

Please note the credit union has to charge a membership fee. At present this is £2.00 per annum and will be deducted from the first monies received if not paid in advance.

- The tenant also needs to advise the local authority who will be processing their claim that their future payments are to be paid into their credit union account and complete the necessary application form/online claim form quoting the unique membership number and the credit union bank details as provided.
- Landlords should scan and email the completed membership form, the landlord/tenant agreement, proof of ID and a copy of the tenancy agreement to the address below.

### PLEASE NOTE:

The credit union will not be able to make payments if full details of tenant, tenancy and landlord are not provided.



## Information for Landlords and Tenants

t: 0121 350 8883 | e: [info@advancecu.org.uk](mailto:info@advancecu.org.uk) | [www.advancecu.org.uk](http://www.advancecu.org.uk)

PRODUCED BY:

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Advance Credit Union Ltd is the new name for North Birmingham Community Credit Union (NBCCU) with effect from 1st April 2013. Advance Credit Union is Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.



## Information for Landlords

**Why open a Landlord Saver Account?** | Under the Local Housing Allowance (LHA) system, which is now being used for all new Housing Benefit Applications, the benefit is paid direct to the tenant, even if both the landlord and the tenant would prefer it to be paid direct to the landlord. One way to overcome this is to open a Landlord Saver Account with Advance Credit Union.

### What are the benefits?

- The most effective way to guarantee regular rent payments after direct payments.
- Isolates Local Housing Allowance from your tenant's other income.
- Avoids loss of rental income and the costs associated with re-letting properties.
- Promotes sustainable tenancies to the benefit of you and your tenant.
- Monthly schedules and payments direct to your bank account.
- Named contact at the credit union.

**Terms and Conditions** | The charge is £5 per credit union payment and this will be deducted from the housing benefit entitlement prior to it being put into the landlords' account. The landlord agrees not to pass this charge onto their tenant. The Credit Union will usually pay the benefit in a lump sum at the end of each month ensuring the payment is received by the landlord before the 1st day of the following month but other arrangements may be negotiated. Advance Credit Union is only able to make payments from Landlord Saver Account by BACS transfer, withdrawals by cash or cheque are not permitted. The Credit Union will not get involved in disputes between you and your tenant and will not make up any shortfalls in rent or disclose information regarding your tenant that is not specifically connected with their Local Housing Allowance claim. You are required to inform the credit union if a tenant with a Local Saver Account ends their tenancy.

**Keeping you informed** | The credit union will email a schedule to you on the day of payment giving the details of the tenant, the amount of housing allowance received for that tenant in the accounting period, the fee charged and the net amount of housing allowance to be paid. If you have more than one tenant with a Landlord Saver Account, the schedule will show itemised payments for each tenant. Contact with the credit union is with a dedicated staff member.

**Help and Advice** | The tenant agrees that the credit union may answer enquiries regarding payments received into their Landlord Saver Account. However, the credit union cannot provide general advice regarding local housing allowance claims.

## Information for Tenants

### What have I signed up for?

The Landlord Saver Account is a three way agreement between, you, your landlord and Advance Credit Union in which you agree to have your local housing allowance paid into your credit union account.

- The Landlord agrees to let their property to someone who will need to claim local housing allowance in order to pay their rent.
- The tenant agrees that the funds in their Landlord Saver Account should be paid direct to their landlord.
- The credit union agrees that the 'first call' on the funds in the Landlord Saver Account is the landlord's.

### What are the benefits?

- Separate account to protect your housing allowance from other demands/expenditure.
- Simple payment from the credit union direct to your landlord once a month.
- No waiting for housing allowance cheques to clear or paying cheque cashers to access your money.

### What else should I know about my account?

- The Landlord Saver Account is optional.
- Your landlord pays for this service and cannot pass the charge onto you.
- If you have to make a contribution towards your rent you can pay this into the credit union to be paid to your landlord. (The credit union will not charge you for this).
- The credit union offers other services such as savings and budgeting accounts which you may benefit from, please ask for details.
- If you move you must tell your landlord as well as the credit union as we will continue to pay your landlord until they confirm you have left their property.
- The credit union will not get involved in disputes between you and your landlord. If you need help and advice about a private tenancy please contact your local council.