



## Payment Agreement

If you wish to pay by instalments, return the completed and signed form to the address shown below.

**Please tick the appropriate box for the method of payment chosen:**

1. Direct Debit  (a mandate must be completed if this is the first time you are paying by DD)
2. Standing Order  (contact your bank directly to arrange this and advise us of the payment dates)

**Name(s):**

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**Property Address:**

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**Telephone number:**

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**Email Address:**

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**Client Reference Number:**

|          |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <u>0</u> | <u>2</u> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

I/we the leaseholder(s) of the above agree to pay my/our service charges by 10 equal instalments.  
OWNER OCCUPIERS ONLY.

I/we understand that this agreement may be used by the landlord as evidence that section 81(1) of the Housing Act 1996 has been satisfied.

**Signature(s):**

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**Date:**

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**Please sign and return this form to:**

**Home Ownership Service**  
5<sup>th</sup> Floor, Woolwich Centre  
35 Wellington Street  
Woolwich SE18 6HQ

Email to [Home.Ownership@royalgreenwich.gov.uk](mailto:Home.Ownership@royalgreenwich.gov.uk)

