



ADUR & WORTHING  
COUNCILS

## Request for refund of over-paid rent

Please complete this form as appropriate and return to:  
Business Support, Worthing Town Hall, Chapel Road, Worthing, West Sussex, BN11 1HA

or email to: [tenancy.services@adur-worthing.gov.uk](mailto:tenancy.services@adur-worthing.gov.uk) - Adur Homes  
or [TAIncomeTeam@adur-worthing.gov.uk](mailto:TAIncomeTeam@adur-worthing.gov.uk) - Temporary accommodation

**No refund can be made without a written request.**

Is this for: <i>(please tick)</i>			
<input type="checkbox"/>	Adur Homes	<input type="checkbox"/>	Temporary accommodation

Rent account number	
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Property address (or garage address) related to this request.

The refund will be issued to the tenant(s) shown above. If the refund is to be issued to one person from a joint tenancy or in a different name, please enter the name(s) below:

Please complete your bank (or building society) details:	
Name(s) of account holder(s)	
Sort code	
Account number	

Your address to which the <b>refund (remittance)</b> should be sent:

Name(s) on tenancy	
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Home phone number	
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Email address	
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<b>DECLARATION - to be signed by ALL tenants of the property.</b> I/we hereby declare that the details given above are correct.			
Signature		Date	
Signature		Date	
Signature		Date	
Signature		Date	

**Official use only :**

Check by	Name	Date
Council Officer (note to be put on Orchard at this stage)		
Authorising manager		
Actioned by the systems team		