



Rent Refund:

Joint Tenants without a Joint Bank Account

This form is to be used where a rent refund is for a joint tenancy but the tenants do NOT have a joint bank account.

A cheque or bank transfer that is made payable to joint names can only be paid into a bank account held by those joint names.

All joint tenants must sign this form to approve the payment to be made to a single tenant.

Please make refund payable to: <i>(Enter the tenant's name on the bank account)</i>	
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Address:	
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Names of all Joint Tenants	Signatures of all Joint Tenants	Date

Northwards Office use only

Please sign below to verify the signatures of the tenants.

Name	Signature	Date

Send this form, along with the main Rent Refund form, to the Finance Team for processing.