

NEW RENT PAYMENT SYSTEM AND ACCOUNT DETAILS



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Unit 4 Beechwood House, Beech Avenue, Cattedown, Plymouth, PL4 0QQ

Dear Tenant,

We are in the process of changing to a new rent collection system. As a result, our client bank account for rental payments will change as of **1st August 2024**. Below you can find out how to pay your rent into our new bank account:

1

BANK TRANSFER & STANDING ORDER

All payments by standing order and bank transfer must be made into this new bank account **and must include your unique payment reference**. It is imperative that you enter your unique payment reference in the payment reference field. Failure to do so may result in us being unable to identify your rental payment.

Property:

BANK DETAILS

Bank name:	Natwest	Payment reference
Account name:	CityLets (Plymouth) Limited Client Account	
Account number:	29919436	FGJ0000
Sort code:	500000	

If you currently pay rent by standing order, you must cancel it and **set up a new standing order** using the new details above for the remainder of your tenancy. The date the rent is due will not change.

When setting up payment to our new account, you may receive a warning that your bank is unable to verify the account name. While the type of bank account we use is excluded from verification checks, some banks still display the warning message by default. If you do see a warning message when making a payment, please confirm the **payment details exactly match the details above** and proceed with the payment.

Any bank transfers or standing orders made after 1st August 2024 must be made to this new account.

The change of bank details will take effect from 29 August 2023. Please ensure that any payments due after that date are paid into the new client account. We appreciate your cooperation. Please act upon receipt of this letter.

If you have any queries, please do not hesitate to contact us.

Kind regards,
CityLets (Plymouth) Limited