# North Lanarkshire Council

**Rent Accounting**

# Rent from Wages – New Request

**Name:**

**Address:**

**Rent Reference Number:**

**Employee Reference Number:**

**Payrun:** **Location Name:**

**Service Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### I hereby authorise the Head of Finance to deduct rent from my wages each:

**Fortnight / 4 Weeks / Month (delete as appropriate)**

Please state amount if different from rent charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:**

**Date:**

Please return the completed form to via email to Housingrentaccouting@northlan.gov.uk or via post to

Rent Accounting, Civic Centre, Motherwell ML1 1AB

**It is the tenant’s responsibility to contact the Housing Rent Accounting Team to cancel this deduction. It is not automatically cancelled when a tenancy terminates.**