



## PLEASE PAY PROMPTLY TO AVOID EVICTION

**Failure to pay** the full amount outstanding could lead to eviction from the accommodation, referral to a Debt Collection Agency where fees and collection costs will be added or County Court action may be commenced immediately.

This could also prevent you from securing permanent accommodation as your arrears will negatively impact your position in the bidding process. It may also seriously affect your credit rating.

**DISPUTES** - If you dispute all or part of the amount requested, you must send an email to the Collections & Recovery Team at [TACollections@liberata.com](mailto:TACollections@liberata.com) with a clear explanation of what is being disputed.

## METHODS OF PAYMENT

### BY THE INTERNET

**Option1** - Log on to [www.bromley.gov.uk](http://www.bromley.gov.uk) go to "Pay for It" followed by "Temporary Accommodation". Please have your card to hand together with the **9-digit Tenancy/Account Reference** shown on your statement or letter and follow the online instructions.

**Option 2 - Bank Transfer (Bank to Bank) using your online banking service.**

Please pay using the following bank details and quote your **9-digit Tenancy/Account Reference**:

Bank name	<b>HSBC Bank plc</b>
Sort Code	<b>40-15-05</b>
Account	<b>LB Bromley</b>
Account number	<b>81462822</b>

### BY STANDING ORDER

If you need any advice regarding the amount you need to pay, please contact the Collection & Recovery Team on 020 8603 3641 for guidance.

Regular payments may be made through your bank or building society account. If you wish to pay by this method, please contact your bank directly and advise that you wish to set up a Standing Order. You may also be able to set up a Standing Order via your online banking service.

Please quote sort code **40-15-05** and bank account number **81462822**. Your payment reference must be your **9-digit Tenancy/Account Reference**.

### BY POST (DO NOT SEND CASH)

Please make your cheque payable to 'London Borough of Bromley' and put your **9-digit Tenancy/Account Reference** on the reverse. Please send your cheque to Finance Services, London Borough of Bromley, PO Box 53, Bromley BR1 3UN.

**Please note:** Payments via cheque rely on the postal service and can be subject to delay. Internet Payment is the quickest way of ensuring your payment reaches your account.

Data Protection Notice: We may share your personal data within the council and/or with third parties where this is permitted to facilitate our statutory functions and in accordance with our privacy policy which can be found on our website at [www.bromley.gov.uk/privacy](http://www.bromley.gov.uk/privacy).