


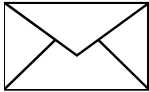



PLEASE PAY PROMPTLY TO AVOID POSSIBLE COSTS AND FEES

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 of up to 18% may be added or County Court action may be commenced immediately. This could seriously affect your credit rating. This could also prevent you from securing permanent accommodation as your arrears will negatively impact your position in the bidding process.

DISPUTE - If you dispute all or part of the amount requested, you must write to or email Collections & Recovery Team, London Borough of Bromley, PO Box 53, Bromley, BR1 3UN (TACollections@liberata.com) clearly explaining what is being disputed.

METHODS OF PAYMENT

	<p>BANK TRANSFER - You may pay direct from your bank to LB Bromley's bank account. Please quote sort code 40-15-05 and bank account number 81462822 together with your Payment Reference. You will be responsible for ensuring accurate details are used when transferring money in this way.</p>
	<p>BY TELEPHONE - You can speak to one of our representatives who will be happy to take your card payment over the phone. Please call 020 8603 3641 and have your Payment Reference and card details to hand.</p>
	<p>AT A BANK - Take your payment to any branch of your own bank or to any HSBC branch where there will be no charge and quote your Payment Reference and sort code 40-15-05 then bank account number 81462822.</p> <p>BY BACS - Please quote sort code 40-15-05 then bank account number 81462822 then your Payment Reference.</p> <p>BY STANDING ORDER – Contact your bank or use online banking to set up a Standing Order. You will need to quote the bank details above and your Payment Reference, the frequency, amount to pay and when you want this to start. Alternatively, contact us on 020 8603 3641 and we can supply you with a Standing Order mandate which you must complete and send to your own bank.</p>
	<p>BY POST (DO NOT SEND CASH) – Please make cheques payable to “LONDON BOROUGH OF BROMLEY” writing your Payment Reference, your name and the address the payment relates to on the reverse of your cheque. Please send your cheque payment to :</p> <p style="text-align: center;">Finance Services London Borough of Bromley PO Box 53, Bromley, BR1 3UN</p> <p>A receipt will only be issued if you supply a stamped self-addressed envelope.</p>
	<p>AT THE KIOSK – Please visit main reception at the Civic Centre, Stockwell Close and use the Kiosk to make a payment. You may pay by cash or cheque. Please ensure your Payment Reference is quoted. If you require assistance, please speak to one of the Customer Service Agents at the reception desk.</p>