

Translation

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العربية **ARABIC** বাংলা **BENGALI**

إذا أردت هذه الوثيقة بلغة أخرى فالرجاء
وضد - - - - - المربع أعلاه وإعادة هذه

যদি আপনি এই ডকুমেন্ট অনুবাদ আকারে পেতে চান,
তাহলে দয়া করে উপরের বাহুরে টিক দিন এবং এই ফর্মটি
আমাদের নিকট ফেরৎ পাঠান।

中文 (繁體字) **CANTONESE** فارس **FARSI**

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請在方框中打勾，然後將本表格寄回給我們。

اگر مایل هستید که این مطلب ترجمه شود،
لطفاً در مقابل باکس علامت بزنید و بر ایمان
برگردانید.

ગુજરાતી **GUJARATI** हिन्दी **HINDI**

श्री तमने आ दस्तावेजनी तरेजुमो (प्रो-सलेशन्)
श्रीतुती छेय तो, कृपा करी उपर ओकरमा
निशानी करी अने आ होम अमने रवाना करो.

इस दस्तावेज का अनुवाद यदि आपको चाहिए
तो उपर बने खाने में टिक का निशान लगा कर
कृपया यह फार्म वापिस हमें भेजें।

كوردی **KURDISH** 中文 (简体字) **MANDARIN**

ئەگەر حەزەتەكەیت ئەم بەلگەنامەیت بۆ تەرجومە بکەیت،
تەنکایە نیشانەتیک ئەنا و ئەو بۆشاییەیی سەرەوودا داخست
ئەم فۆرمەشمان بۆ بنێژەرەو.

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Polski **POLISH** Português **PORTUGUESE**

Jeżeli chcesz przetłumaczyć ten dokument,
zaznacz opcje powyżej i zwróć do nas ten
formularz.

Se desejar uma tradução deste documento,
queira assinalar o caixilho mais acima e
devolver-nos este impresso.

ਪੰਜਾਬੀ **PUNJABI** Русский **RUSSIAN**

ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਤਰਜਮਾ ਪੰਜਾਬੀ ਵਿਚ
ਕਰਵਾਉਣਾ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਵਿਰਧਾ ਕਰਕੇ ਉੱਪਰ ਵਾਲੇ ਡੱਬੇ
ਵਿਚ ਸਹੀ ਦਾ ਨਿਸ਼ਾਨ ਲਾ ਕੇ ਇਹ ਫਾਰਮ ਸਾਨੂੰ ਵਾਪਸ ਭੇਜ
ਦਿਓ।

Если вы хотите получить перевод этого
документа, поставьте выше галочку и
верните нам формуляр.

Soomaali **SOMALI** Türkçe **TURKISH**

Haddii aad jeceshahay in dokumentigaan
laguu turjimo fadlan calaamad saar
sanduuga kor ku xusan kadibna foomkaan
inoo soo celi.

Bu belgenin Türkçe'ye çevrilmesini
istiyorsanız, lütfen yukarıdaki kutuyu
işaretledikten sonra bu formu bize gönderin.

اردو **URDU** Tiếng Việt **VIETNAMESE**

اس دستاویز کا ترجمہ اگر آپ کو درکار ہو تو اوپر سینے خانے
میں تیکس کا نشان لگا کر برائے مہربانی یہ فارم واپس ہمیں بھیجیے

Nếu bạn muốn tài liệu này được chuyển
dịch sang tiếng Việt, xin đánh dấu vào ô
trên và chuyển bản khai này cho chúng tôi

Contact Us

If you require further information about this leaflet, please contact us by letter, email telephone or visit our website.

Signpost Housing Association
Signpost House, Sunrise Business Park
Blandford Forum
Dorset
DT11 8SA

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Fax: 01258 484840
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This leaflet is available in other languages, braille or large print on request.

Leaflet Code: SL 010/V1
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WAYS TO PAY rent & service charge



This Leaflet explains the different ways in which you can pay your rent and service charges. It is your responsibility to ensure these are paid in full. Costs to the Association are shown (in brackets).

Direct Debit - cost to the Association 4p

This is the Association's preferred method of payment as you only need to sign a direct debit mandate once and we will do the rest by taking an agreed payment direct from your Bank or Building Society. You can also choose whether to make payments on the 1st or 15th of the month. We will always notify you in advance of any changes to the amount to be collected.

Paying by Direct Debit is the cheapest way for Signpost to collect your rent and service charges, helping us to keep costs down and provide you with value for money.

Standing Order - cost to the Association 7p

Standing order payments are operated by most Banks and Building Societies. You can choose whether to make weekly or monthly payments but unlike direct debits, you will need to amend your payments to Signpost when your rent and service charges change as we are unable to do this for you.

Cheques by Post - cost to the Association 10p

Cheque payments may be posted quoting your tenancy reference number, name and address on the reverse of your cheque. For security reasons, please do not send cash or your Giro Swipe Card through the post.

Cheques should be made payable to either Signpost Housing Association Limited or Signpost Care Partnerships Limited.

Direct Debit by phone - cost to the Association 25p

You can pay over the phone by calling 01258 484800 and having your Debit Card details and tenancy reference number to hand.

Online Payment - cost to the Association 31p

Online payments can be made through BillPay, a secure internet payment site run by Alliance and Leicester. You will need your bank details and tenancy reference number when you do this. Please make sure you select the correct company to make payment and check your tenancy number carefully when using this system so that we know the payment is from you. Go to www.billpayment.co.uk to register to use this service.

Internet Banking - cost to the Association 7p

Please contact the Group Rent & Service Charge Team on 01258 484800 for further details.

Giro Swipe Card - cost to the Association 47p

A Giro Swipe Card may be used to pay your rent by cash or cheque at any Post Office or Payzone point in the country. You will be given a receipt for any payment made. Please contact your Housing Officer and they will arrange for a card to be sent to you.

Please refer to our Leaflet How to Use your Payment Swipe Card, available on request.

You will also need a Giro Swipe Card if you want to make payments in person.

In Person - cost to the Association 26p

Payments may be made in person using a Debit Card, cash or cheque with your Giro Swipe Card at our offices in Signpost House, Blandford.

Housing Benefit

Claiming Housing Benefit is your responsibility. You should always:

- Inform your local Benefit Office of any changes in your circumstances and also any changes in the amount of rent you are charged;
- Ensure you get a receipt from the Benefit Office when you are submitting completed benefit claim forms;
- Keep Signpost informed if you are in the process of submitting or updating your benefit claim.

If you require any advice about the Benefits you may be entitled to, please contact our Financial Inclusion Officer, your local Citizens Advice Bureau or refer to our Leaflet Moneywise, available on request.