

Service Charge Reimbursement Form

Name of leaseholder	
Flat number	
Property address	
Date expense incurred	
Amount claimed	
Claim details	[You may prefer to just attach emails and invoices. Please include proof of payment ie. bank or credit card statement]

Declaration

I,, confirm that I have not been reimbursed for the abovementioned expenses, which I believe to be a valid expense chargeable to the service charge account. I confirm that I will make immediate payment back to the service charge account if it is subsequently found that this is not a valid service charge account expense.

Please circle your preferred payment method and give details:

1. Cheque	[Please provide name and address. If nothing is provided, we will send the cheque made out to the leaseholder's name and to the property address above.]
2. Credit service charge account	
3. Electronic transfer	Name: Sort Code: Account Number: