Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form and send it to: James Gibb Property Management Ltd, Red Tree Magenta, Third Floor, 270 Glasgow Road, Glasgow, G73 1UZ.

Name and full postal address of your bank or building society

To: The Manager — Bank/building society

Address

Postcode

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Reference

Service user number

8	0	5	2	1	3

Instruction to your bank or building society

Please pay James Gibb Property Management Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with James Gibb Property Management Ltd and, if so, details will be passed electronically to my bank/building society. (James Gibb residential factors is a trading name of James Gibb Property Management Ltd.)

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

DD14

This is not part of the Instruction to your bank or building society and must be detached by James Gibb Property Management Ltd before submission to the paying bank.

PROPERTY ADDRESS

Quarterly Amount	£ As invoiced	Date Taken = 20th day of month following invoice release.

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit, James Gibb Property Management Ltd will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request James Gibb Property Management Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by James Gibb Property Management Ltd or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when James Gibb Property Management Ltd asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.