

# HOW TO FIND YOUR "TENANCY AGREEMENT NUMBER"

## FROM YOUR PAYMENT CARD:



## FROM YOUR RENT STATEMENT:

Statement of Rent Due and Payments made 2007/08

Mr and Mrs Sample  
1 The House  
Holt Road  
CROMER

Tenancy No: 12344 2

1st September 2008

NR27 9EN

MAIN ACCOUNT

WEEK DATE	RENT	CHARGES	BENEFIT	PAYMENTS	ADJUSTS	BALANCE
16 21/07/2008	62.47	0.24	144.00-	142.22-		240.22
17 28/07/2008	62.47	0.24				302.93
18 04/08/2008	62.47	0.24	26.71-			338.93
19 11/08/2008	62.47	0.24				401.64
20 18/08/2008	62.47	0.24	250.84-	142.22-		128.71-
21 25/08/2008	62.47	0.24			28.71	162.71
22 01/09/2008	62.47	0.24				225.42

At the statement date your account was £ 225.42 in arrears.

Your "tenancy agreement number" is:

1. The "Tenancy No." in this example "12344"
2. Ignore the floating [check] digit in this example "2"
3. Make up the number to 8 digits by adding "zeros" before the number.

In the above example the tenancy agreement number is "00012344"