

# HOW TO PAY YOUR ANNUAL RENTCHARGE

**Due 1st April 2010**

Please choose one of the following options to pay your annual rentcharge:

## 1. Direct Debit (annual payment)

Please complete the enclosed direct debit mandate form and return to us at The Coach House, Pembroke, Chatham Maritime, Kent ME4 4EU by Friday 19<sup>th</sup> March 2010.

Please put your **Chargepayer Reference** e.g. AG12 (which can be found on your invoice) in the Reference Number box. Please note, the mandate must be signed by all usual signatories for that bank account.

If you already have a direct debit mandate in place with us your rentcharge will automatically be collected from your bank account. All direct debit payers will receive ten working days advance notification of the direct debit collection. Please note that you can cancel a direct debit at any time by giving notice to your bank or building society.

## 2. Bank transfer

You can pay your rentcharge directly into our bank account:

Name: Chatham Maritime Estate Limited

Bank: HSBC

Sort code: 40-17-05

Account no: 61866206

If you choose this option please ensure that you use your **Chargepayer Reference** (which can be found on your invoice) as your payment reference to enable us to identify your payment. If you have previously paid by transfer, please check the above account information to ensure the payee details are still correct.

## 3. Cheque

Please make cheques payable to Chatham Maritime Estate Limited and send to us at the above address. Please do not send post-dated cheques.

## 4. Cash

You can make your payment in cash at the above address during office hours (Mon–Fri: 9am-5pm)

The rentcharge deed provides for interest to be charged at 4% above bank rate on any sums not paid within 21 days of the due date (1<sup>st</sup> April). Please be aware that we will also charge costs incurred in collecting rentcharge paid late. These may include bank charges, and administrative and legal costs.