

**Rent**  
**Standing Order Mandate**

**Shetland Islands Council**

**Finance**

Charlotte House  
Commercial Road  
Lerwick  
Shetland  
ZE1 0LX



Tel: (01595) 744648

To: **The Manager**

**Bank/Building Society**

**Branch Address**

**Sort Code**

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I should like to arrange/amend payment of rent by bank transfer, please transfer the sum of £..... on the ...../...../..... followed by.....weekly / fortnightly / monthly payments of £.....

from my account number

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to the account of: **The Shetland Islands Council**

**Account Number 00729160**  
**Bank of Scotland (80-08-82)**  
**117 Commercial Street**  
**Lerwick**

**Quoting Rent reference number**

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**Yours Faithfully**

**Signature:** ..... **Date**.....

**Name:** .....

**Address:** .....

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