



**London Borough of Richmond Upon Thames - Citizens Access Landlord portal**

Please complete the form with all the requested information, once completed please email your form to [bslt@richmond.gov.uk](mailto:bslt@richmond.gov.uk).

<b>Title:</b>	<b>Forename:</b>	<b>Surname:</b>
<b>Organisation Name:</b>		
<b>Address:</b>		
<b>Landlord Reference: (Payment Reference)</b>		
<b>Contact Phone Number (Business):</b>		
<b>E-Mail Address:</b>		
<b>Signature:</b>		
<b>Date:</b>	<b>Sign:</b>	

**Please note only one person per organisation will be set up on the Portal, they are responsible for setting up and maintaining any other persons within your organisation who need access.**

You are only able to see details of claims for which you are receiving direct payments for.

If you are having problems accessing the information, please contact the council via email on [bslt@richmond.gov.uk](mailto:bslt@richmond.gov.uk).