

Payments, Rents and Service Charges

By Circle VHA



Paying Rent



We have a dedicated Income Management Team that can help if you need advice or support in paying your rent.

It's quick and easy to make a payment using our website or any one of the payment methods below.

Making an online payment is simple. You just need to:

- go to “Insert Link” on our website
- select “Pay Rent” and enter how much you want to pay
- enter your card details and billing address
- complete your bank's security check*

*service providers or online retailers (also known as ‘merchants’) must process payments in line with security standards, otherwise some customers card transactions will be declined. It is essential that cardholders follow the instructions provided by their Bank to avoid any interruption and ensure the payment is authorised.

If you need help making an online payment, you can call our team Monday to Friday from 9am to 5pm.

Paying Rent



Telephone payments

If you would prefer to make a payment over the phone, please contact our team by calling 01 4072110 and select option one.

When you call, you will need to know:

- the exact amount you want to pay
- your debit or credit card details
- your tenancy reference number*

***the tenancy reference number can be found on the top of your rent statement.**

Standing Order

This payment can be set up through your bank. A weekly deduction from your account to Circle VHA's account will occur. Please remember to always use your tenancy reference number when setting up a standing order so that we know that the payment has come from you.

You can request a standing order form by contacting a member of the Income Management Team. Remember, with a standing order you must have enough money in your bank account to cover the weekly rent payment, a bank will not proceed with the payment even if you are a few cents short and arrears could easily accumulate if this happens.

Paying Rent



Household Budget

This scheme is operated by An Post, you can avail of this option if you are in receipt of a social welfare payment through the post office. Rent can be taken directly from your social welfare payment each week. Please contact us if you would like to set up a Household Budget payment.

Electronic Transfer

You can make a payment using online banking, you will need to make sure that you include your tenancy reference number, this can be found on your rent statement. You will need Circle VHA's bank details to make an electronic transfer – they can be found here.

Account Name: Circle Voluntary Housing Association

Branch: AIB, Dame Street, Dublin 2

IBAN: IE52 AIBK 9320 8678 6003 44

BIC: AIBKIE2D



Paying Rent



Rent Card Payment

You can request a rent card from us. These cards are set up for your individual account and payments can be made to your rent account at all shops displaying the payzone logo or at any Post Office.



Rent Frequency

Your rent is charged weekly and we ask that you set up a weekly payment method.

Payments Record

We keep a record of all payments you make to us. We are legally obliged to send you a rent statement every three months, this shows what rent has been applied to your account and the payments you have made. You can request a statement at any time by contacting a member of the Income Management Team.