RENT SETUP FORM

Please complete this form within the word document. Once complete, print it and authorise stamp it with the amount for the initial payment and the S/O amount.

The document can then be emailed to the relevant client Hessel inbox or faxed to: 01892 669902

|  |  |
| --- | --- |
| **Initiated By** |   |
| **Date** |   |

**TENANT DETAILS**

|  |  |
| --- | --- |
| **Tenant’s Company** |   |
| **First Name** |   |
| **Last Name** |   |

**PROPERTY DETAILS**

|  |  |
| --- | --- |
| **Payment Reference** |   |
| **Address Line 1** |   |
| **Address Line 2** |   |
| **Address Line 3** |   |
| **City** |   |
| **Post Code** |   |
| **Country** |   |
| **Tenancy Start Date** |   |
| **Tenancy End Date** |   |
| **New Lease/Renewal** |   |
|  |  |

**INITIAL PAYMENT DETAILS**

|  |  |
| --- | --- |
| **Deposit** |   |
| **Agency Fees** |   |
| **Rent** |   |
| **Other (Please Specify)** |   |
| **TOTAL AMOUNT DUE (Specify Currency)** |   |
| **Tracking Period (e.g. 01/03/2013 to 31/03/2013)** |   |
| **Payment Required By Date** |   |
| **Authorised For CHAPS (Yes/No) (GBP Only)** |   |
| **Fast Track (Non-GBP Only)** |   |
| **Account Name** |   |
| **Account Number** |   |
| **Sort code (UK Accounts)** |   |
| **Bank Name** |   |
| **IBAN (Non UK Accounts Only)** |   |
| **BIC/Swift (Non UK Accounts Only)** |   |
| **\*\*Mandatory\*\*Vendor E-mail for Remittance** |   |

**STANDING ORDER PAYMENT DETAILS**

|  |  |
| --- | --- |
| **Amount Due (Specify Currency)** |   |
| **Tracking Period (e.g. 01/03/2013 to 31/03/2013)** |   |
| **Payment Required By Date** |   |
| **Payment Frequency (Monthly, Quarterly)** |   |
| **Account Name** |   |
| **Account Number** |   |
| **Sort Code (UK Accounts)** |   |
| **Bank Name** |   |
| **IBAN (Non UK Accounts Only)** |   |
| **BIC/Swift (Non UK Accounts Only)** |   |
| **\*\*Mandatory\*\*Vendor E-mail for Remittance** |   |