

Email

RE: FW: [REDACTED]/B...

Status Reason  
Sent

Owner  
[REDACTED]

Email

From

 <Enquiry>

Created On

30/11/2020 18:24

To

[REDACTED]

Date Sent

30/11/2020 18:40

Cc

Delay Email Until

Bcc

Subject

RE: FW [REDACTED]/Brendan Clarke-Smith MP - 16 Bridge Place, Workso

Send to Secondary Email Address?

No

Regarding

 FW: [REDACTED]/Brendan Clarke-Smith MP - 16 Bridge Place, Workso

Dear [REDACTED]

Thank you for your time today and for sending through the requested documentation.

Please be advised, we have now processed the Property Amendment form IPZZ4411459. We have requested that our Finance team make a payment of £2,448.28 to pay the rent for the period 15/10/2020 -24/12/2020, we expect this payment will be included in tomorrow’s payment run, payments typically take 3-5 business days to clear. From the 24/12/2020 a quarterly payment of £3000.00 will be made direct to the agent until 14/10/2025

Please note, from the correspondence provided I can see that the agent requests a unique reference is used. Unfortunately, our payment system does not accommodate indivial reference preferences and so all rent payments are made using the reference 'IPSA Rent'.

I have requested that a copy of the remittance is emailed to [REDACTED] each quarter to help them allocate these payments. This will begin from 24/12/2020. Once the payment has been made in tomorrows run, I will email through the relevant remittance advice so that you forward this on to the landlord for this payment.

If you require any further assistance, please respond directly to this email or book a telephone call with a member of the MP Support or Payroll team by clicking [here](#).

Kind regards,

[REDACTED]  
Account Manager

Independent Parliamentary Standards Authority

[www.theipsa.org.uk](http://www.theipsa.org.uk)  
[info@theipsa.org.uk](mailto:info@theipsa.org.uk)  
[@ipsauk](#)

We are working remotely until further notice. Information and guidance is available on our [information website](#). MPs and staff can book a call with a member of the MP

Attachments

File Name
No Email Attachment reco
0 - 0 of 0 (0 selected)
Page 1

Support or Payroll teams [here](#).

----- Original Message -----

**From:** [REDACTED]  
**Received:** 30/11/2020 15:56  
**To:** <Enquiry>  
**Subject:** FW: [REDACTED] /Brendan Clarke-Smith MP - 16 Bridge Place, Worksop

FAO [REDACTED]

 Image result for portcullis logo

[REDACTED] | [Brendan Clarke-Smith MP](#)

Telephone: 01909 738 956

Web: [BrendanClarkeSmith.com](http://BrendanClarkeSmith.com)

Facebook: @Brendan4Bassetlaw

Twitter: @Bren4Bassetlaw

Constituency Address: [16](#) Bridge Place, Worksop, Nottinghamshire, S80 1JS  
London Address: House of Commons, Palace of Westminster, London, SW1A 0AA

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**From:** [REDACTED]  
**Sent:** 20 November 2020 15:54  
**To:** [REDACTED]  
**Subject:** FW: [REDACTED] Brendan Clarke-Smith MP - 16 Bridge Place, Worksop

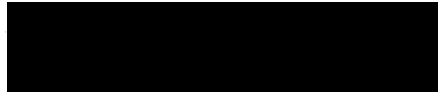
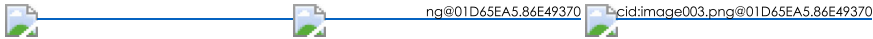
[REDACTED]

I have a copy of the attached which was issued a few months back. This confirms the bank details shown on the applications, will this suffice?

I've also attached another copy of the contact sheet, are you able to have this completed and returned to me.

Regards,

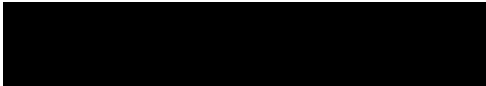
[REDACTED]  
[REDACTED]  
Credit Controller



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cid:image008.jpg@01D65EA6.258BCF70

cid:image017.png@01D65EA5.86E49370

From: [REDACTED]  
Sent: 20 November 2020 15:40  
To: [REDACTED]  
Subject: RE: [REDACTED] /Brendan Clarke-Smith MP - 16 Bridge Place, Worksop

Dear [REDACTED]

IPSA who pay our bills have asked for a letterheaded letter from you, stating you are acting on the landlords behalf with the relevant bank details.

They will then process the payment and BACS over the outstanding rent.

Kind regards,

Image result for portcullis logo



[REDACTED] | **Brendan Clarke-Smith MP**

Telephone: 01909 738 956

Web: [BrendanClarkeSmith.com](http://BrendanClarkeSmith.com)

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From: [REDACTED]  
Sent: 20 November 2020 14:16  
To: [REDACTED]  
Subject: RE: [REDACTED] Brendan Clarke-Smith MP - 16 Bridge Place, Worksop

[REDACTED]

Are you able to confirm a payment has been released to settle the £2,448.28 rental charge. This is overdue for settlement and does require immediate attention.

Regards,

[REDACTED]  
[REDACTED]  
Credit Controller

[REDACTED]

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 cid:image017.png@01D65EA5.86E49370

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From: [REDACTED]  
Sent: 19 November 2020 17:20  
To: [REDACTED]  
Subject: RE: [REDACTED] /Brendan Clarke-Smith MP - 16 Bridge Place, Worksop

Good afternoon,

The rental charge of £2,448.28 remains outstanding. Can you confirm that a transfer of funds has been processed, if you require further details to arrange this, please let me know as the bank account to be credited was detailed in the email below.

Regards,

[REDACTED]  
[REDACTED]  
**Credit Controller**  
[REDACTED]

[REDACTED]  
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**Postal Address:**  
[REDACTED]

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 **cid:image008.jpg@01D65EA6.258BCF70**  
 **cid:image017.png@01D65EA5.86E49370**

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**From:** [REDACTED]  
**Sent:** 16 November 2020 09:24  
**To:** [REDACTED]  
**Subject:** RE: [REDACTED] /Brendan Clarke-Smith MP - 16 Bridge Place, Workso [REDACTED]

**Good morning,**

Unfortunately, the option to take card payments over the phone isn't available for this landlord. If you can arrange an online banking payment of £2,448.28 to credit [REDACTED] with the reference of BJM006020-01, the balance will be reduced to nil.

**Regards,**

[REDACTED]  
[REDACTED]  
**Credit Controller**  
[REDACTED]

[REDACTED]  
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From: [REDACTED]  
Sent: 13 November 2020 17:07  
To: [REDACTED]  
Subject: RE: [REDACTED] /Brendan Clarke-Smith MP - 16 Bridge Place, Worksop

Dear [REDACTED]

Thank you for this, can I make the payment over the phone with a bank card?

Kind regards,

 Image result  
for portcullis  
logo

| Brendan Clarke-Smith MP

Telephone: 01909 738 956

Web: [BrendanClarkeSmith.com](http://BrendanClarkeSmith.com)

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From: [REDACTED]  
Sent: 13 November 2020 12:31  
To: [REDACTED]  
Subject: [REDACTED] /Brendan Clarke-Smith MP - 16 Bridge Place, Worksop

Good morning,

16 Bridge Place, Worksop

Following the commencement of the lease at the above property, the apportioned rental charge has been raised for the period of 15/10 –

**24/12 at £2,448.28 which is now payable. From the end of December, the charge will be raised at the full quarter value of £3,000.**




**I've attached a copy of the application for the current charge, and request payment of the £2,448.28 charge. The banking details to be credited are shown on the paperwork, but for confirmation, these are; [REDACTED]**

**[REDACTED] Please quote the reference [REDACTED] with the transfer.**

**Also attached is a contact sheet which I would appreciate being completed and returned to me. This will ensure the correct details are held on file for future use.**

**Regards,**

**[REDACTED]**  
**[REDACTED]**  
**Credit Controller**  
**[REDACTED]**

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