

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

From: <Enquiry>

Received: 10/08/2021 13:23

To: [REDACTED]

Subject: RE: Office Lease Registration Tracking ID:0284000548

Dear [REDACTED]

Thank you for your email and I hope you are also well.

As you would like to request a review of the lease agreement, I would recommend that you email the lease agreement as soon as you have obtained it. I can then request the Homes, Office and Security team review its contents and, following confirmation that the lease agreement is in order, I would of course be happy to arrange a Teams meeting to assist you in registering the Constituency Office.

Please do note that we are unable to provide general advice on the lease, and can only provide feedback on what may be missing from an IPSA registration process perspective. You are however, able to claim for the cost of obtaining professional advice on the lease from the Office Costs budget, if that is necessary.

Kind regards,

[REDACTED]



www.theipsa.org.uk

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[@ipsauk](https://twitter.com/ipsauk)

Visit our [MP and MPs' staff website](#) for information and guidance including how to [contact us](#).

IPSA Online will not be available between **midday on Friday 6 August and 9am on Tuesday 10 August** while we upgrade the system. For more information, please visit our [website](#).

We are currently seeking feedback on the impact of Covid-19 on MPs' offices. [Visit our website](#) to share your views on the measures we put in place and the impact of the pandemic on your office. The surveys will close on **Friday 6 August at 5pm**.

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

From: [REDACTED]

Received: 06/08/2021 12:15

To: <Enquiry>

Subject: Office Lease Registration

Hi [REDACTED]

Hope you're well!

We're hoping to tie up the lease for Anum Qaisar-Javed MP's constituency office in the coming days, and I was wondering if you would be free for a Teams call to talk me through how to register a lease on the IPSA system?

If possible, we'd also be keen to send over the lease agreement prior to signing, for IPSA to check over and confirm that you're happy with the detail. Is it best to send that on to you once we have it?

Kind regards,

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Office of Anum Qaisar-Javed MP

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