

## Email

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

Status Reason  
ReceivedOwner  
 CRM Admin

## Email

From

[REDACTED]

Created On

20/11/2020 10:52

To

 <Enquiry>

Date Sent

Cc

Delay Email Until

Bcc

## Attachments

Subject

RE: FW: [REDACTED] Brendan Clarke-Smith MP - 16 Bridge Place, Worksop Tracking ID:0268000200

Send to Secondary Email Address?

No

Regarding

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

Dear IPSA

I have sent in a property amendment form to accompany this.

Kind regards,

 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

"Please consider the environment before printing this e-mail"

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From: IPSA Info [Mailbox] <[Info@theipsa.org.uk](mailto:Info@theipsa.org.uk)>

Sent: 20 November 2020 10:48

## File Name

[~WRD0000.jpg](#)[image001.png](#)[image009.jpg](#)[image010.jpg](#)[image011.jpg](#)[image012.jpg](#)[image013.jpg](#)[image014.jpg](#)[image015.jpg](#)

1 - 9 of 9 (0 selected)

Page 1

To: [REDACTED]  
Subject: RE: FW: [REDACTED] /Brendan Clarke-Smith MP - 16 Bridge Place, Worksop Tracking ID:0268000200

Dear [REDACTED]

Thank you for your email.

If you are looking to register a new property with us we would require completing a 'Property Registration Form'. If you are making a change to an existing property that has already been registered with us, we would require a 'Property Amendment Form' to be completed.

When submitting the 'Property Registration Form' please ensure you have provided supporting evidence for the new lease such as a 'tenancy agreement' confirming the following:

- **Term dates (start and end date of the lease)**
- **Amount of rent to be paid**
- **Rent due date**
- **Confirmation of the break clause (please note if you are unable to obtain this, you must accept liability after the two month period that IPSA will pay, should you lose your seat)**
- **Landlord bank details**
- **Signed documentation from both parties, confirming the tenancy.**

Please note failure to provide the supporting documents may result in delays registering your property.

We will communicate any issues with your property registration form via the task manager, so please make sure you are regularly checking IPSA Online.

Further information on how to complete the forms can be found [here](#), we also have a pre-recorded webinar available on the website which covers how to complete the forms and what to do if the forms are rejected using IPSA Online. If you would like to view this webinar please register [here](#), once you have registered the webinar will begin automatically.

If you have any questions, please do not hesitate to contact me.

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](#)

Our Annual Survey of MPs and Staff is open until 18 December. [Click here](#) to have your say.

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 Support or Payroll teams [here](#).

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

From: [REDACTED]  
Received: 18/11/2020 15:20  
To: <Enquiry>  
Subject: FW: [REDACTED] /Brendan Clarke-Smith MP - 16 Bridge Place, Worksop

Hi

How can I set up the payment for the rent for my MP's constituency office?

Kind regards,



Image removed by sender. Image result for portcullis logo

**Brendan Clarke-Smith MP**

Telephone: 01909 738 956

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

Facebook: [@Brendan4Bassetlaw](https://www.facebook.com/Brendan4Bassetlaw)

Twitter: [@Bren4Bassetlaw](https://twitter.com/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: 16 November 2020 09:24

To: [REDACTED]

Subject: RE: [REDACTED] /Brendan Clarke-Smith MP - 16 Bridge Place, Worksop

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 [REDACTED] the balance will be reduced to nil.

Regards,

[REDACTED]

[REDACTED]

Credit Controller

[REDACTED]

65EA5.86E49370

Image removed by sender. cid:image002.png@01D65EA5.86E49370

Image removed by sender. cid:image003.png@01D65EA5.86E49370

Subscribe to our Newsletter [HERE](#)



Postal Address:







From:

Sent: 13 November 2020 17:07

To:

Subject: RE: /Brendan Clarke-Smith MP - 16 Bridge Place,  
Worksop

Dear

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

Kind regards,



**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  
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From:

Sent: 13 November 2020 12:31

To:

Subject: /Brendan Clarke-Smith MP - 16 Bridge Place,  
Worksop

Good morning,

16 Bridge Place, Workso

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.

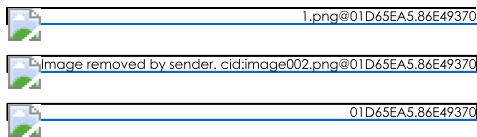
I've attached a copy of the application for the current charge, and request payment of the £2,448.28 charge. The banking details to be credited are shown on the paperwork, but for confirmation, these are; [REDACTED]

[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]  
Subscribe to our Newsletter [HERE](#)



Postal Address:



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