

## Email

## RE: Office lease for Brend...

Status Reason  
Sent

Owner



## Email

From



&lt;Enquiry&gt;

Created On

20/11/2020 18:35

To

Date Sent

20/11/2020 18:47

Cc

Delay Email Until

Bcc

Subject

RE: Office lease for Brendan Clarke-Smith MP Tracking  
ID:0261000380Send to Secondary  
Email Address?

No

Regarding



Brendan Clarke-Smith MP - 16 Bridge Place Worksop

Dear

Thank you for your time today.

Please be advised, we have arranged a CHAPS payment of £3900.00 for the MP's Accommodation to cover October and November's rent payments. We have also arranged for a direct payment to be made each month to the landlord for £1950.00 for the period 01/12/2020 -30/09/2021. This means that the rent for this property will be paid one month in advance as we discussed over the phone, please could you confirm via email that you agree to this arrangement.

## Attachments

File Name

No Email Attachment reco

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Finally, please request a letter on letter headed paper from the agent that manages the MP's constituency office confirming the following:

- They property is managed by them
- The bank details for the account that the rent should be paid to
- The first payment date (the date the first payment was due if a payment has not yet been made) and frequency required.

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,

Account Manager

Independent Parliamentary Standards Authority













