

Property Amendment Form – Evidence Requirements

Change	Evidence required	Details
Amend bank details	Letter or email, or Rental invoice, or New agreement with bank details	It should be clear the evidence is from the landlord or agent. This can be a letter or email on the landlord or agent's letterhead or a rental invoice. The evidence should contain: the landlord/agent's name, account name, sort code, account number.
Amend due dates	New agreement, or Letter of variation	The new agreement or letter of variation should be provided as a single document signed by all parties.
Amend landlord details	Letter/email, or New agreement	The evidence should clearly state: the landlord's new details. This can be a letter or email on the landlord or agent's letterhead or a new agreement. The letter or email should be clearly from the landlord or agent as named on your agreement.
Amend rent	New agreement, or Letter of variation, and/or New RICS report (if applicable)	The new agreement or letter of variation should be signed by all parties.
Lease renewal	New agreement, or	The new agreement should be provided as a single executed document signed by all parties.

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	Written confirmation from MP (if a rolling agreement)	If the MP's agreement has a rolling clause, we can accept written confirmation from the MP that the tenancy is ongoing by way of a Property Amendment Form submission.
Restart payment	N/A	No formal evidence is required, but please give a brief description on your Property Amendment Form explaining why you'd like us to restart payments.
Suspend payment	N/A	No formal evidence is required, but please give a brief description on your Property Amendment Form explaining why you'd like us to suspend payments.
Cancellation	Property Amendment Form submitted to IPSA.	<p>We don't require any evidence for a cancellation, please just provide the date you will be vacating the property.</p> <p>If you can, please provide the final rent amount the landlord is expecting – we will compare this with our calculations and be in touch.</p>
Other	Any relevant evidence	Evidence may not be required for your change, but please provide as much information as possible.