

Property Amendment Form – evidence requirements

Change type	Change category	Proof required	Details
Renew property	Fixed term agreement has expired	New Agreement, or A signed letter from the landlord	The new agreement should be provided as a single document signed by all parties . The letter from your landlord should confirm they are happy for you to remain in the property on a rolling basis under the same terms as your previous agreement. The letter must be signed by all parties.
	Rolling agreement	No Proof Required	Submitting the Property Amendment Form is all the proof we need to confirm you are still in the property and would like us to renew it on IPSA Online for a further 12 months.
Amend rent details	Change rent amount	New Agreement, or Letter of variation, or Email/Letter/Invoice from the Landlord	The new agreement or letter of variation should be provided as a single document signed by all parties . If your current agreement has a rent review clause , you can attach an email/letter/invoice from the Landlord confirming the new rental fee.
	Change payment due dates, or Change payment frequency	New agreement, or Email/letter/invoice from the landlord	The new agreement should be provided as a single document signed by all parties . The email/letter/invoice from your landlord should clearly state the new payment date/frequency.

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	<p>Suspend payments, or</p> <p>Restart payments, or</p> <p>Change rent payment method (for example, reimbursement claims or direct landlord payments by IPSA)</p>	<p>No proof required</p>	<p>Submitting the Property Amendment Form is all the proof we need to confirm the change to your rent payments.</p>
<p>Amend landlord/agent/payee</p>	<p>The agent/landlord has changed</p>	<p>New agreement, or</p> <p>Email/letter from the previous landlord or agent</p> <p>Rent Authority letter</p>	<p>The proof should clearly state the landlord's/agent's new details.</p> <p>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.</p> <p>When the landlord of a commercial property changes, it's common for tenants to receive notification from the outgoing landlord via a Rent Authority Letter, stating who the new landlord is.</p>
	<p>The agent's/landlord's details have changed</p>	<p>Email/letter from the landlord or agent</p>	<p>The proof should clearly state the landlord's/agent's new details.</p> <p>This can be a letter or email on the landlord or agent's letterhead. The letter or email should be clearly from the landlord or agent as named on your agreement.</p>

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	Amend payee details	Email/letter/invoice from the landlord or agent New agreement with bank details	<p>It should be clear the evidence is from the landlord or agent.</p> <p>This can be a letter or email on the landlord or agent's letterhead or a rental invoice.</p> <p>The evidence should contain: the landlord/agent's name, account name, sort code, account number, email address.</p>
Cancel property		No proof required	<p>Submitting the Property Amendment Form is all the proof we need to confirm the date that you are vacating the property.</p>
Amend Deposit Loan Amount		New agreement	<p>The new agreement should be provided as a single executed document signed by all parties.</p>
Other		Relevant evidence	<p>This should only be used where the above change types do not cover your requirements.</p> <p>Proof may not be required for your change, but please provide as much information as possible.</p>