

Property Registration Form – Evidence Requirements

Evidence required	Details
Fully executed agreement	<p>Must be attached as a single document signed by all parties, and we are unable to accept loose sheets.</p> <p>The agreement must contain the property address, the MP as a named tenant, the rent amount and due dates, the tenancy term (either fixed term or rolling), the deposit amount (if applicable), and a two-month break clause.</p>
<p>Proof of the landlord or agent's bank details</p> <p><i>Only required if you would like us to pay your landlord/agent directly on your behalf</i></p>	<p>If not included on the agreement, please provide evidence which is directly 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, and account number.</p>
<p>RICS report</p> <p><i>Only required if your landlord is a political party, constituency association, or another MP; or if you intend to sublet a portion of your property or share the tenancy with a political party, constituency association, or another MP</i></p>	<p>The report should be no more than three months old at the time of submitting your Property Registration Form.</p> <p>It must be prepared by a surveyor who is a member of the Royal Institute of Chartered Surveyors (RICS).</p> <p>The report should clearly state that the rent charged is a fair market rate (if the landlord is one of the aforementioned parties) AND/OR what percentage of the property is used by each party (if the MP is subletting or sharing the tenancy with one of the aforementioned parties).</p>

Proof of ownership

*Only required for
Accommodation owned by
the MP where they only
intend to claim associated
costs such as broadband and
utilities*

This can be a Land Registry Document, Title Deed, or a recent mortgage statement.

It should clearly state the **MP's name**, and the **property address** being registered.