

## Evidence requirements: Property Registration Form

Evidence required	Details
<p>Fully executed agreement</p>	<p>This must be attached as a single document <b>signed by all parties</b>, as we are <b>unable to accept loose sheets</b>.</p> <p>The agreement must contain the <b>property address</b>, the <b>MP as a named tenant</b>, the <b>rent amount</b> and <b>due dates</b>, the <b>tenancy term</b> (either fixed term or rolling), the <b>deposit amount</b> (if applicable), and a <b>two-month break clause</b>.</p>
<p>Proof of 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 clearly from the landlord or agent.</p> <p>This can be a <b>letter</b> or <b>email</b> on the landlord or agent's letterhead or a rental <b>invoice</b>.</p> <p>The evidence should contain the <b>landlord/agent's name</b>, <b>account name</b>, <b>sort code</b>, and <b>account number</b>.</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 provision of a RICS valuation is no longer a requirement when registering a property with IPSA and property registrations will go ahead without the need for a RICS valuation.</p> <p>For further details on Rental Valuations for IPSA-funded Properties visit:</p> <ul style="list-style-type: none"> <li>• <a href="#">Rental valuations</a></li> <li>• <a href="#">Selecting &amp; leasing a constituency office</a></li> </ul>
<p>Proof of ownership</p> <p><i>*Only required for accommodation owned by the MP where they only intend to claim associated costs such as broadband and utilities.</i></p>	<p>This can be:</p> <ul style="list-style-type: none"> <li>• a Land Registry document</li> <li>• title deed, or</li> <li>• a recent mortgage statement</li> </ul> <p>It should clearly state: the <b>MP's name</b>, and the <b>property address</b> being registered.</p>