

INSTRUCTIONS FOR COMPLETING THE STANDING ORDER MANDATE FORM

1. Enter the full Bank/ Building Society name, postal address including postcode. This information is required so we may send your bank a copy of the Standing Order instruction.
2. Enter the amount of rent you are paying which is stated on your Tenancy Agreement. Please enter the amount in figures and work so there is no discrepancy.
3. Please enter your surname as a reference for your payments. This is to enable us to identify who payments have come from.
4. Enter the name(s) of the Bank / Building Society Account holder as it appears on the Account. Enter your name if it is your Account or your Parents/ Guardians name if it is their Account.
5. Enter the sort code as it appears eg, 20-00-00.
6. Enter the Account Number as it appears. The Account Number should be 8 digits. If less than 8 digits, please insert leading zero's.
7. The Account holder should sign and date the form to confirm his/ her instruction to his/ her bank.
8. Please do not overwrite and initial any mistakes.

Deadline:

For your Standing Order Mandate to be processed you **MUST** return it at least 15 working days before your first installment is due.

Once you have completed the form, please send to:

Your Perfect Pad
1, Saville Close,
Cheltenham,
Gloucestershire,
GL50 4NE