

Dear Tenant

**RE: PAYMENT POLICY**

Please note that we are only able to accept payments in the same name as that which appears on your tenancy agreement. Payments received in a different name will be returned to you and your account will remain outstanding.

In accordance with the terms of your agreement we reserve the right to apply a £55 + VAT debt collection fee to your account for amounts that remain outstanding past their due date.

Payment by Direct Debit will avoid such eventualities and an instruction form is provided in this pack. This method carries a Guarantee that you are notified in advance of the amount of a collection of that is due to be made.

Yours faithfully

A handwritten signature in purple ink, appearing to read "Laura McDonald".

Laura McDonald  
Accounts  
Tel: 01925 255525