

Booking Checklist & Rent Payment Form

Office Use

Reference No:

BOOKING CHECKLIST - Documentation Required:

Please return all the documentation listed below to our main office to ensure your application is dealt with quickly & efficiently. Any missing information may delay your offer of accommodation with **Mary Morris International Residence Ltd**

- | | |
|---|--------------------------|
| Completed Rent Payment Form (below) | <input type="checkbox"/> |
| Deposit Payment - £200 Returnable upon completion of contract | <input type="checkbox"/> |
| Social Events Fund Payment - £25 | <input type="checkbox"/> |
| Completed Credit/Debit Card Authorisation Form (Monthly payments) | <input type="checkbox"/> |
| Post Dated Cheques/Bankers Draft (Annual/Termly payments) | <input type="checkbox"/> |
| University/College Course Offer letter (Copy) | <input type="checkbox"/> |
| Passport photograph | <input type="checkbox"/> |

RETURN COMPLETED DOCUMENTATION TO:

Mary Morris International Tel: +44 (0) 113 2844600
24 Shire Oak Road
Headingley Fax: +44 (0) 113 2930348
Leeds
LS6 2DE Email: admin@marymorris.com

RENT PAYMENT FORM

Rent payment in relation to your contract with Mary Morris International Residence Ltd is payable in advance. We offer a number of alternative methods of making your rent payment (listed below). This is for your convenience. Please tick the method and timescale best suited to your circumstances and complete any additional forms, as required.

- | | | | |
|--------------------|--------------------------|---|---------------------------------------|
| Annual Payment | <input type="checkbox"/> | 5% Discount | |
| 3 Termly Payments | <input type="checkbox"/> | 3% Discount | Payable in September, January & April |
| 9 Monthly Payments | <input type="checkbox"/> | Payable by Credit/Debit Card ONLY (please complete authorisation form) | |

PAYMENT METHOD

Please indicate the method you intend to make your rent payment to Mary Morris International Residence Ltd. All monies payable to Mary Morris International Residence Ltd should be in GBP Sterling (£)

- | | |
|---------------------|--------------------------|
| Bank Transfer | <input type="checkbox"/> |
| Sterling Bank Draft | <input type="checkbox"/> |
| Sterling Cheque | <input type="checkbox"/> |
| Credit/Debit Card | <input type="checkbox"/> |

AUTHORISATION

I understand the information declared will be used to form my payment plan with Mary Morris International Residence Ltd. I understand the payment details provided to Mary Morris International Residence Ltd will be used to retrieve any monies owed in relation to my Tenancy Agreement.

I have read & understood the Terms & Conditions of Accommodation

Signature of Applicant/Resident _____

Date _____

MARY MORRIS INTERNATIONAL BANK TRANSFER DETAILS

Please ensure your name is attached to the transaction

Bank **Lloyds TSB**
BIC **LOYDGB21007**
IBAN **GB62 LOYD 3000 0501 1290 35**
Currency **GBP**