



direct debit mandate

Instruction to your Bank or Building Society to pay by Direct Debit

Name(s) of account holder(s):

Bank/building society account number:

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Bank/building society sort code:

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Name and full postal address of your bank or building society:

Bank/ Building Society Name:
Address:
Post Code:

Instruction to your Bank or Building Society

Please pay Baskeys Direct Debit payment from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this Instruction may remain with Baskeys and, if so, details will be passed electronically to my Bank or Building Society.

Signature(s):
Date:

FOR BASKEYS OFFICIAL USE ONLY	
This is not part of the instruction to your Bank or Building Society.	
Tenant Name:	
Property:	
1st Month's Rent: £	
Rent pcm: £	
Tenancy Start:	Tenancy End:
Duration:	

Please be reminded that your holding deposit will be deducted from your first month's rent and where no payment method is selected, the rent will automatically be collected as monthly payments. **Please tick your chosen rent payment schedule below:**

- Monthly payments** – Rent will be taken on the start date of your tenancy and the same date each month in advance of the month. *For example, if your tenancy begins on the 5th of July, you will pay your first month's rent on this date and then on the 5th of every month thereafter for the remainder of the tenancy term.*
- 10 Monthly Instalments** – The full tenancy term's rent will be totaled and split into 10 equal payments that will be made within the first 10 months of the tenancy. The first instalment will be taken on the start date of the tenancy and that same date each month.
- 1st Month's Rent & 3 Termly Instalments** – Your first month's rent will be taken on the start date of the tenancy but the rent for the remainder of your tenancy would be split into 3 equal instalments that will come out around the time of your student loan payments. Please be aware that **you** are responsible for ensuring that the dates below coincide with the student loan.
 - Northumbria Students - Due to be paid on or around 1st October 2019, 31st January 2020, 1st May 2020
 - Newcastle Students - Due to be paid on or around 8th October 2019, 7th February 2020, 8th May 2020

Please complete this form and return it to: **Baskeys, 22 Osborne Road, Jesmond, Newcastle upon Tyne, NE2 2AD** or ask@baskeys.co.uk

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

	<p>The Direct Debit Guarantee</p> <ul style="list-style-type: none"> This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits. If there are any changes to the amount, date or frequency of your Direct Debit Baskeys will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Baskeys to collect a payment, confirmation of the amount and date will be given to you at the time of the request. If an error is made in the payment of your Direct Debit, by Baskeys or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society. <ul style="list-style-type: none"> - If you receive a refund you are not entitled to, you must pay it back when Baskeys asks you to. You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.
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