

Dear Tenant

## **PAYMENT OF TWO MONTH'S RENT IN ADVANCE**

Instead of being referenced you have opted to pay two month's rent in advance. This rent will be used for the last months of your tenancy.

You should continue to pay your rent on the first of each month until you have decided to end your tenancy. You should then notify this office in writing of your decision and confirm that you now wish to use the rent paid in advance for the remaining period of your tenancy.

If you sign a new lease for the same property, we will roll your rent in advance forward to the last two months of your subsequent tenancy. If you would prefer to use your rent in advance at the end of the initial period and make a further payment at the start of a subsequent lease please contact the office before cancelling your standing order.

If your rent increases at any point, then your rent in advance payment may not cover the total amount due for the final months of your tenancy.

Please sign below to confirm that you have understood the above. A copy of this letter will be given to you for your records.

Tenant Signature: \_\_\_\_\_

Tenant Name (Please print): \_\_\_\_\_

Date: \_\_\_\_\_

Yours sincerely

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