

**MAKING A PAYMENT USING INTERNET BANKING OR A BANK TRANSFER PAYMENT**

**Payment Reference:** The reference should include the following:

**TENANTS SURNAME/PROPERTY ADDRESS**

Please ensure that that you enter the above reference when making an internet bank transfer, or request that the bank applies the above reference if paying over the counter at our bank. It is very difficult to trace your payment without this reference.

**Timescale:** If you are paying your settlement funds, they will need to have cleared into our account **5 days before the date due**. This allows us to trace your payment and provide you with a receipt. Please seek advice from your bank as to how long the transfer will take.

**PLEASE NOTE – IF YOUR FUNDS HAVE NOT CLEARED – WE WILL NOT BE ABLE TO RELEASE THE KEYS TO YOUR NEW PROPERTY.**

**Our Bank Details Are:**

Account Name: The Property Outlet Ltd

Bank: HSBC

Sort Code: 40 10 04

Account Number: 73663078

IBAN: GB44HBUK40100473663078

BIC/SWIFT ID: HBUKGB4B.

**Letting Us Know:** Please send an email to lettings@thepropertyoutlet.com once you have made the payment, so that our accounts department can look out for it.

Should you have any problems making this payment, please let us know and we will do our best to help you.

Many thanks

The Property Outlet