

Pre-Tenancy Invoice

(Subject to contract)

The following monies will become due prior to your tenancy commencing. We must receive the full amount, as set out below, into our account on or by your start of tenancy date so please allow for the appropriate 'clearance time' when arranging payment. You must pay any bank charges, fees or surcharges incurred by you or by us when making payment.



**GOLDEN EAGLE
INTERNATIONAL LTD.**
PROPERTY CONSULTANTS

Tel: +44 (0)20 7495 4422
Fax: +44 (0)20 7495 1365
10 Portman Street, London W1H 6DZ

To	Mr/Mrs/Miss/Dr
Date	
Property address	
Landlord name	
Landlord address	c/o 10 Portman Street, London W1H 6DZ

Monies due

Rent for first month	£0.00
Deposit equal to six weeks rent	£0.00
Administration & Documentation Fee	£0.00
End of tenancy Inventory Check Out fee	£0.00
End of tenancy cleaning	£0.00
TOTAL	£0.00
Less Holding Deposit paid	£0.00
Balance Due	£0.00

Internal use only:

Payment Methods

Type	Clearance Time	Comments
Cash	Immediate	If paying by cash, please bring the exact amount as we do not hold any cash/change on the premises.
CHAPS Payment	SAME DAY if sent before 2pm.	Check with your bank to confirm availability and charges
BACS Payment	Allow up to 4 working days	Usually free but check with your bank to confirm
Credit Cards	Allow up to 4 working days	Handling charge of 4% of the balance on all Credit cards. Please note we do not accept payment by Amex cards.
Debit Cards	Allow up to 4 working days	We will not charge you for this service.
Bankers Draft	Immediate	Your bank may charge you for this service.

Our Bank Details

Account Name	Golden Eagle International Ltd		
Bank	HSBC, Richmond		
Sort Code	40 38 18	Account Number	9134 2517
IBAN Code	GB55MIDL40381891342517		
BIC/SWIFT Code	MIDLGB2112V		
Quote Ref.			