



Monthly rent payments are made easier by setting up a standing order for your rent date every month.

You can also do this for your termly rent payments if you know your student finance payment dates in September, January and April.

This is a free process, easy to set up and saves you time compared to manually sending the payments each month.

How to set up your standing orders:

Below are links to the top 6 UK banks but the process is generally the same for each bank, just google 'how to set up a standing order **BANK NAME**' this will give you a run-through of how to do it on your banking app or online banking portal.

You will need the following information:

- The name of the person or business you're sending money to.
- The sort code and account number.
- A payment reference, so they know who the money has come from.
- The fixed amount you wish to pay.
- The payment date and frequency.

You will find this on your welcome letter from Payprop as well as your tenancy. Your reference will always start with FGJ.

<https://www.santander.co.uk/personal/support/ways-to-bank/standing-orders>

<https://www.halifax.co.uk/helpcentre/everyday-banking/payments-and-transfers/standing-order.html>

<https://www.hsbc.co.uk/help/banking-made-easy/how-to-set-up-standing-order/>

<https://www.natwest.com/support-centre/help-with-your-product/current-accounts/how-do-i-set-up-a-standing-order.html>

<https://www.barclays.co.uk/help/payments/standing-orders/how-do-i-set-up-a-standing-order/>

<https://www.lloydsbank.com/current-accounts/help-and-guidance/what-is-a-standing-order.html>

If you have any questions please let us know.

Thanks,

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