



Virtual Tenancy Agreement

Service Provider:

Friends of the Folkestone and Marlowe Academies Ltd
Marlowe Innovation Centre
Marlowe Way,
Ramsgate,
Kent CT12 6FA

Phone: 01843 598600

Client:

Phone:

Virtual Tenancy Level:

Bronze Silver Gold

Your invoicing address:

Phone Number:

Mobile Number:

E-mail address:

Contact name

Centre:

Marlowe Innovation Centre

Virtual Tenancy Period:

3 months from
And then until the end of 1 months' written notice
given by **the service provider** or **the client**.

Deposit paid (one months' fee - no VAT payable)

£

Service Fee: (Inc VAT)

£

Monthly total due on the first day of each month:

£

The client confirms that **they** have read and understood The Marlowe Innovation Centre Agreement and agrees to be bound by it.

Signed

For **The Service Provider:**

Signed

For **the Client:**

Date:

Print name:



As a company service and mail forwarding providers, we are required by the Anti Money Laundering Regulations 2007 and Know Your Clients rules to obtain copies of documents to identify our clients and verify their addresses.

List of Valid Identification and Address Documents.

Please provide at least two documents (one from each list). Proof of address documentation needs to be dated within the last 3 months.

1. Photo Identification – Proof of Identity:

Passport	Driving License
National Identity Card	HM Forces Identity Card
Employment Identification Card	Current Student Card
Disabled Drivers Blue Pass	

2. Proof of Address (both name and address to be shown)

Gas or Electricity bill	Council Tax bill
Mortgage Statement	Bank/building Society Statement
TV License	Valid Insurance Certificate
Pay Slip	P45/P60
Financial Statements	Current Benefit Book
Credit Card Bill or store	Letters from Benefits Agency

Scan and email the documents to info@marloweinnovationcentre.co.uk. Please keep email attachments less than 2MB. Make sure the copies are clear and eligible.

The Marlowe Innovation Centre takes our client privacy and confidentiality very seriously; all relevant documentation is kept safe and secure. We use this information only for the purposes addressed above.