



Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

THERESA VILLIERS

Constituency

CHIPPING BARNET

Office use only

Costs

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts - except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 12/01/08 to 14/01/08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1499 : 00 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 1745 : 33 p

Repairs/insurance/security

£ : p

Other

£ 449 : 99 p

please specify Search fees

Other

£ 10350 : 00 p

please specify Stamp duty

Other

£ 220 : 00 p

please specify Land registry fee

Total

£ 14264 : 32 p

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

14 / 1 / 8

**Data protection**

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Send your completed  
form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



Additional Costs Allowance

ACA2

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Your details

Name in CAPITAL LETTERS

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Constituency

CHIPPING BARNET

Office use only

Cost

Claim details

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- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 5 / 2 / 18 to 11 / 2 / 18

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ ~~1500~~ : ~~00~~ p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 135 : 50 p

▶ please specify

TV licence 12 months

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 135 : 50 p

continued on page 2

**Details of second home** *if applicable*

**Address of  
second home**  
*for Additional  
Costs Allowance*

[Redacted address information]

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

**Signature**

[Redacted signature]

MP

**Date**

12 Feb 2008

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Your details

Name in CAPITAL LETTERS

THERESA VILLIERS

Constituency

CHIPPING BARNET

Office use only  
Costs

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01/03/08 to 31/03/08

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1061 : 62 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

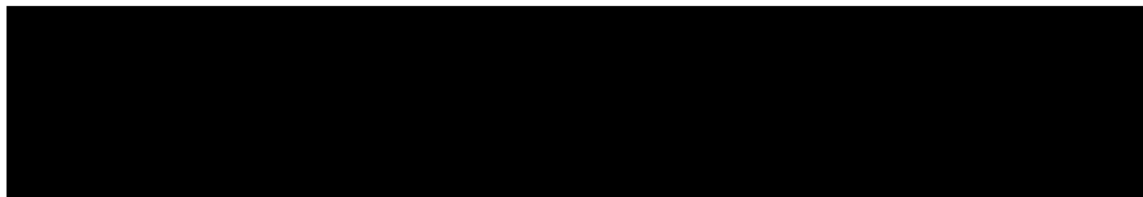
▶ please specify

Total

£ 1061 : 62 p

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

\_\_\_\_\_ MP

Date

\_\_\_\_\_

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**Authorisation and declaration**

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature



MP

Date

15 / 4 / 08

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**Office use only**

Validation	Initials	Date
Claims received		/ /
Signature check		/ /
Funds check		/ /
Allowable expenditure		/ /
Member Res ID & Costc		/ /
Ext type/Cat 5 & subtotals added to form		/ /
Receipts/ documentation present		/ /
Processing		/ /
Input		/ /

Input subtotals per Cat 5



Comments



# Member's claim form

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- For details of costs you can claim for, see *Green Book* section 3.
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## Your details

Name  
in CAPITAL LETTERS

THERESA VILLIERS

Constituency

CHIPPING BARNET

Office use  
Costs



## Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01 / 03 / 08

to 31 / 03 / 08

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1061 : 62 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

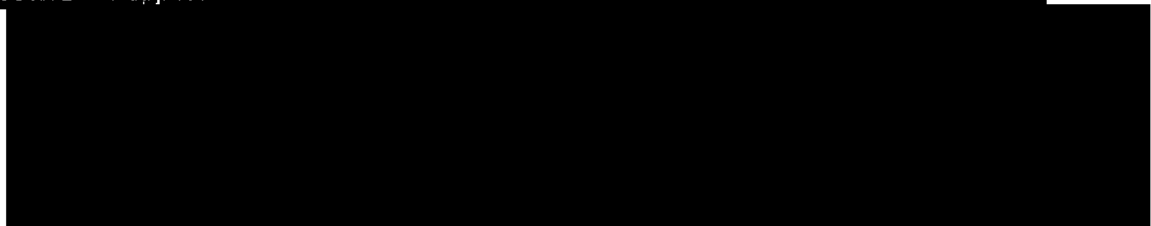
Total

£ 1061 : 62 p



**Details of second home** *if applicable*

**Address of second home**  
for Additional Costs Allowance



**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature



Date

21 April 08

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Your details

Name in CAPITAL LETTERS

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Constituency

CHIPPING BARNET

Office use only

Costs

Claim details

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- all items costing £250 or more and include receipts -- except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 18/2/8 to 18/12/8 ✓

Total cost of hotel stays attach all receipts

£ 1061 : 62 p ✓

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1061 : 62 p ✓

continued on page 2

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

18/2/8**Data protection**

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**Your Mortgage Arrangements**

Name(s):  
MRS THERESA A VILLIERS

**Property Address**

[REDACTED]

Account Number: [REDACTED]  
Amount Advanced: [REDACTED]  
Type of Loan: Interest Only Mortgage  
Mortgage term: 15 years 0 months  
Interest Rate: 4.47 %

**Product Details**

Mortgage Product: 4.47% 2 Year Fixed Rate  
Product Period 1: This interest rate expires on 31 January 2010  
Rate after Product Period 1: Base Mortgage Rate (now 6.99 %)  
Projected Future Payment 1: £1,660.12  
Early Repayment Charge: This charge expires on 31 January 2010.  
If you repay the mortgage or transfer to another product before the expiry date shown, you will be charged an Early Repayment Charge. Please refer to your mortgage offer for more details.

**Account Details**

Agreed Repayment Date: January 2023  
Payment Method: Monthly Payments are made by Direct Debit.

**Additional Information**

After the product period, overpayments of any amount may be made. Underpayments may be made at any time up to the value of the overpaid amount.  
You will still owe [REDACTED] at the end of the mortgage term. You will need to make separate arrangements to repay this. When comparing the new payments on this mortgage with your previous payments, remember to add any money you need to pay into a separate savings plan to build up a lump sum to repay the amount you have borrowed.

IT IS YOUR RESPONSIBILITY TO ENSURE SUCH ARRANGEMENTS ARE IN PLACE  
NB. It is your responsibility to maintain Buildings Insurance.

**First Payment Details**

The first payment will be collected from your current account by Direct Debit on or shortly after 05 February 2008. This will be larger than subsequent payments as the interest due for the month of completion is payable in addition to the normal monthly payment.

Details of your payment are as follows:

Interest for Month of Completion	\$747.45
Normal Monthly Payment (see payment details below)	£1,061.62
<b>TOTAL FIRST PAYMENT</b>	<b>£1,809.07</b>

**Subsequent Payment Details**

Subsequent monthly payments are collected by Direct Debit on or shortly after the 5th of each month from your current account Sort Code [REDACTED] Account Number [REDACTED]. Payments from 05 March 2008 are:-

Basic Mortgage Payment	£1,061.62
<b>TOTAL MONTHLY PAYMENT</b>	<b>£1,061.62</b>
Insurance Policy not in force	



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Name in CAPITAL LETTERS

TERESA VILLIERS

Constituency

CHIPPING BARNET

Office use only

Costs

## Claim details

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Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 12/01/08 to 14/01/08

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 70 : 50 p

▶ please specify

Lease registration fee

Other

£ 1087 : 50 p

▶ please specify

Legal fees

Other

£ 500 : 00 p

▶ please specify

Mortgage advice/arrangement fee

Total

£ 1658 : 00 p

**Details of second home** *If applicable*

J  
**Address of  
second home**  
*for Additional  
Costs Allowance*

[Redacted]

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

J  
**Signature**

[Redacted]

MP

**Date**

14/1/8

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